


Job Specification



Post 2 - Education Technologist – Staff Officer – Grade V

Contract Type	Fixed Term Contract/Self-Financed Contract
Location	Limerick This post will be primarily be based at the location specified above, but from time to time and at the discretion of the Institute, hours of work may be allocated at any of the LIT campuses.
Reporting to	Head of Quality, Teaching & Learning or such other person as they may delegate
Competition Type	Open Competition
Minimum Qualifications/ Experience	<ul style="list-style-type: none">• Have the requisite knowledge, skills and competencies to carry out the role• Be capable and competent of fulfilling the role to a high standard• Have obtained at least Grade H6/O6 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise
Competencies Required	<ul style="list-style-type: none">• Excellent IT Skills including a proficiency in Information Systems, MS Office, Excel, PowerPoint, Access.• Technical ability to support, manage and develop education technologies including, video capture, broadcast and web conferencing applications.• Ability to advise users on the appropriate use of software applications• High quality planning, organisation, communication, time management and interpersonal skills.• A pro-active and problem solving approach with the flexibility to manage multiple tasks and deadlines.• Excellent oral and written communication, including the capacity to identify and quickly switch between the styles and tones of communication that are appropriate to different audiences.
The Role	The successful candidate will provide Educational Technologist and support services within the Institute. The role will involve working with Faculty and Staff to promote, support, enhance and transform learning through the use of digital technologies. The successful candidate will be reporting to the Head of Quality, Teaching & Learning.
Duties	<ul style="list-style-type: none">• Supporting academic staff in the implementation of blended and online learning.• Supporting academic staff with learning enhancement projects and initiatives.• Developing or aiding the development of a variety of digital learning objects.• Partner with faculty in eLearning design to make best uses of technology enhance teaching.• Supporting on-campus and online modules and programmes through the creation of supporting documentation and websites.• Supporting faculty use of other communication technologies as required and exploring new technologies that can enhance teaching and learning.• Supporting faculty and student use of learning technologies through training and tutorials, troubleshooting and providing other support services, as well as other duties as assigned.• Supporting the training of staff with the advanced use of the Virtual Learning Environment.• Design, develop and deliver workshops (instructor led, blended, online) to introduce faculty, staff to the effective use of digital technologies to support teaching and learning.• Provide expertise in the area of technology enhanced learning and instructional design.• Project management and planning of assigned projects and technology pilot schemes.• Consult and collaborate with faculty on projects related to the design and development of online course materials and resources.• Assist in the development process for assigned projects.• Communicate frequently and effectively with various project collaborators to ensure that goals are met and objectives are being fulfilled.• Guide faculty in the design or redesign and development of learning goals, content and

	<p>instructional strategies for enhanced blended and fully online learning.</p> <ul style="list-style-type: none"> • Support departments/staff wishing to develop technology-enhance module and programmes. • Such other duties as the Head of Quality, Teaching & Learning or their delegate may require from time to time.
Superannuation (new entrant)	<p>The provisions of the Institutes of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.</p> <p>The Education Sector Superannuation Scheme (formerly included in the Local Government Superannuation Scheme) will apply as provided for in Section 11 (8) of the Regional Technical Colleges Acts 1992 as adapted by the Education Sector Superannuation Scheme (Transfer of Departmental Administration and Ministerial Functions) Order 2001 (SI number 14 of 2001). The provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 apply to the post.</p> <p>Under the Public Service Superannuation (Miscellaneous Provisions) Act 2004, the standard minimum pension age for new entrants who join the public service on or after 1st April, 2004 has been raised from 60 to 65 years, and the existing link for new entrants between age and compulsory retirement in the Institute is abolished. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks.</p> <p>Retirement age set, initially, at 66 years; this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Compulsory retirement age will be 70</p>
Incentivised Scheme for Early Retirement (ISER)	<p>It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.</p>
Garda Vetting	<p>Following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, Garda Vetting will be required in advance of commencing this position</p>
Hours	<p>A staff member appointed to this post will have to work a standard working week of 37 hours (net of rest breaks).</p>
Annual Leave	<p>25 days per annum. CL 0009/2014 will apply.</p>
Salary	<p>€42,777 - €51,373 (7 points) The rate of remuneration may be adjusted from time to time in line with Government pay policy.</p>
Closing Date	<p>Latest date for receipt of completed application form is</p> <p><u>12 noon on Thursday 23 April 2020</u></p> <p>Application forms received after 12.00 noon on the closing date will not be considered. The Institute regrets that it cannot pay expenses for candidates attending for interview.</p>
Contact Details	<p>The Human Resources Office Limerick Institute of Technology Moylish Park Limerick</p> <p>Web Site: http://www.lit.ie/human-resources Email: humanresources@lit.ie</p> <p><i>LIT is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to family friendly policies for all.</i></p> 
Personal Data	<p>All personal data provided will be handled in accordance with the LIT Data Protection Policy and Privacy Statements available at http://lit.ie/InformationCompliance/Data.aspx</p>

