

Job Specification



Post 3 - Assistant Staff Officer Grade IV – Enterprise Liaison

Contract Type	Self-Financed Contract up to November 2022
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	Dean Work Based Learning / VP International and Regional Skills Manager 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 <u>or</u> 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 <u>or</u> have appropriate relevant experience which encompasses equivalent skills and expertise.
Competencies Required	<ul style="list-style-type: none"> • Excellent oral and written communication skills – both written and verbal with the ability to clearly and constructively communicate with internal and external stakeholders, • 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. • Ability to work both independently and as a team player and enjoy working in an environment that requires continuous learning. • The ability to work with sensitive, personal data, handle confidential information effectively and without breach of confidentiality. • Proficiency in Information Systems, MS Office, Excel, PowerPoint, AND Access. • Marketing Experience with proficiency in social media platforms such as Twitter, Facebook, and Instagram.
Introduction	<p>LIT is a regionally focused, industry engaged institution committed to ensuring graduates are equipped with the knowledge and skills for the workplace. Work placement is a central feature of a number of programmes of study across LIT, where students participate in a structured and assessed period of work experience in a relevant professional setting. The international dimension of the Institute is growing where international student recruitment and international staff and student exchange are prioritised.</p> <p>The Regional Skills Forum plays a critical role in linking enterprise directly with education and training providers to facilitate current and future upskilling needs. As the world of work continues to change arising from technology and evolving business requirements the objective of the forum is to strengthen relationships leading to the delivery of new programmes and courses to meet future skill needs.</p> <p>The Enterprise Liaison will be responsible for managing day to day operational tasks while also supporting the role of Dean Work Based Learning / VP International and Regional Skills Manager.</p>
Duties	<p>The successful candidate's duties will include the following:</p> <p>Multitasking Duties to Include:</p> <ul style="list-style-type: none"> • Proved administrative support to the Dean Work Based Learning/VP International and Regional Skills Manager. • Maintain accurate accounting records, purchase orders and manage spending Codes. • Promote the work and role of the Regional Skills Forum and other industry initiatives through various media platforms and channels. • Maintain and expand a growing CRM database of employers across industry sectors. • Project manage a series of enterprise events in partnership with regional stakeholders.

	<ul style="list-style-type: none"> • Identify lists of employers within particular industry sectors and relevant contacts to facilitate meetings. • Monitor relevant regional and national data sets published by CSO, EGFSN and similar organisations. • Coordinate appropriate data for monthly ezines via mailchimp • Research and extricate data such as Labour Market National and Regional statistics. • Such other duties as the Dean Work Based Learning/VP International and Regional Skills Manager 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. 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)	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.
Garda Vetting	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
Hours	A staff member appointed to this post will have to work a standard working week of 37 hours (net of rest breaks).
Annual Leave	23 days per annum CL 0009/2014
Salary	€30,895 - €45,555 (10 points). The rate of remuneration may be adjusted from time to time in line with Government pay policy.
Closing Date	<p>Latest date for receipt of completed application form is</p> <p><u>12 noon 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	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

