

Job Specification



Post 4 - Assistant Staff Officer Grade IV – Examinations Office

Contract Type	2 Year Fixed Term Contract
Location	Limerick This position will 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	Assistant Registrar
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"> • The ability to identify new methods of working to meet changing policy and operational requirements in the Institute and functions managed by the Examination Office • Strong working knowledge and usage experience of IT systems utilized within the Third Level Education Sector • Strong planning, organisational and time-management skills with the ability to work on own initiative or in a team oriented environment • Strong analytical and logical skills with the capacity to apply sound judgement in the identification of continuous operational improvements • Excellent communication skills, both written and oral, with the ability to clearly, succinctly and constructively communicate with both internal and external stakeholders at all levels • The ability to work to tight timelines and to service targets • A pro-active and problem-solving approach with the ability to work to deliver continuous improvement to the Institute • Proven organisational skills, and a self-motivated disposition, that provides the capacity to manage multiple tasks and deadlines. • A knowledge of the Technological Education sector and its operations.
Duties	<p>The successful candidate's duties will include the following:</p> <ul style="list-style-type: none"> • To provide administration support for the Examinations Office and its functions including: <ul style="list-style-type: none"> - The organisation, planning, scheduling, conduct, invigilation, control, communication and management of examination sessions - The secure control of all examination materials including examination papers/solutions/scripts/materials/ and problem logs - Preparation and support for the conduct of examinations, taking consideration of the confidential nature of the work involved - First and second line support to all stakeholders who interact with the Examination Office - Attendance at examination boards - Liaison with internal staff and students with regard to all examination queries and issues - Cataloguing of examination materials - The provision of reports and analyses on examination entries and results to relevant stakeholders. • To manage student examination and result records including: <ul style="list-style-type: none"> - Completion of transcripts of results for students. - Management of student results via various regulations, procedures, and systems (including Banner and Digitary). • Assisting in the Examination Office's quality assurance and enhancement initiatives including: <ul style="list-style-type: none"> - The identification of reviews procedures and process for the secure conduct of the

	<p>work of the examination office</p> <ul style="list-style-type: none"> - The provision of training to relevant internal stakeholders - The attendance at Institutional meetings on relevant projects. <ul style="list-style-type: none"> • Ensuring attendance at appropriate Institute Meetings /Committee Meetings and Examination Boards. <ul style="list-style-type: none"> - Perform such other duties appropriate to the post as may be assigned by Assistant Registrar or their nominee.
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. 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 will apply as necessary.
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 Manager Limerick Institute of Technology Moylish Park Limerick</p> <p>Web Site: http://www.lit.ie/human-resources Email: humanresources@lit.ie</p> <p><i>Limerick Institute of Technology 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

