

Information Booklet

Open competition for appointment to the positions of
Assistant Director – Programmes & Resources (IRC)
Senior Manager – Skills & Engagement (HEA)
Senior Manager – Access Policy (HEA)

Closing Date: Tuesday 10th July 2018

Contact: Padraic Mellett

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www.research.ie www.springboardcourses.ie

Table of Contents

About the HEA & Irish Research Council	3
Key Responsibilities & Requirements for IRC post	4
Key Responsibilities & Requirements HEA posts	5
Principal Conditions of Service	7
Pay	7
How to apply & closing date	11
Selection Process and interview dates	11
GDPR and other important information	12

Title of Positions: Assistant Director – Programmes & Resources (IRC) - permanent
Senior Manager – Skills & Engagement (HEA) – permanent
Senior Manager – Access Policy (HEA) - permanent

Employer: Higher Education Authority

Location: 3 Shelbourne Buildings, Shelbourne Road, Dublin 4

About the competition

We are seeking to fill at Assistant Principal Officer level one permanent position in the Irish Research Council and two in the Higher Education Authority. In line with the terms and conditions of permanent posts, the successful candidates may, at a later date, be assigned to duties appropriate to the grade in either the HEA or IRC. It is also proposed to establish a panel that will last 18 months. The panel will be used for suitable vacancies that may arise in the HEA or IRC.

About the Higher Education Authority

The mission of the Higher Education Authority (HEA) is to create a higher education system that maximises opportunities and ensures a high-quality experience for students. The HEA is the statutory funding body for the universities, institutes of technology and a number of designated higher education institutions and advises the Minister for Education and Skills on the development of Irish higher education.

Arising from the National Strategy for Higher Education, the HEA is now playing a key role in leading the higher education system in the achievement of higher levels of performance. The HEA advises the Minister for Education and Skills on the objectives to be set for the higher education system and performance indicators to be applied. It is the HEA's responsibility to ensure that institutional objectives are aligned with national objectives, that appropriate metrics are in place to measure performance and that funding allocations reflect performance. We are the lead agency in the creation of a co-ordinated system of higher education institutions with clear and diverse roles appropriate to their strengths and national needs.

The HEA performs an advocacy role for higher education to students, Government, employers and the general public and we input into the national policy agenda through the provision of high quality, research and evidence based policy advice to the Department of Education and Skills and other agencies and Departments with significant interaction with the higher education system.

The HEA has a key role with the Department of Education and Skills in implementing the National Access Plan for 2015-2019

About the Irish Research Council

Established in mid-2012 under the Government's Public Sector Reform Plan, the Irish Research Council, a merger of two former councils¹, is an associated agency of the Department of Education and Skills (DES) and operates under the aegis of the Higher Education Authority (HEA). Allocating an annual Exchequer budget of c. €34m (2018), the Council supports excellent research and enhances the provision of highly skilled human capital by providing competitive research

¹ Irish Research Council for the Humanities and Social Sciences (IRCHSS); Irish Research Council for Science, Engineering and Technology (IRCSET)

funding across all disciplines and career stages. The Council also funds Principal Investigator-led research with a social, cultural and societal significance and participates in a range of EU-funded projects. In delivering on its mission to ‘support excellent research and recognise creative individuals with innovative ideas, thus enabling a vibrant research community which enriches Irish research, the economy and society’, the Council also partners on a number of initiatives with enterprise, employers, government departments and civic society. The Council Board is appointed by the Minister of State for Training, Skills, Innovation, Research and Development.

1. Job Description – Assistant Director – Programmes & Resources, IRC

This post reports to the Director of the Council, and the post-holder will work closely with the Assistant Director (Impact and Partnerships).

Duties include:

- Co-lead the planning and formulation of the annual programme work-plan and report to the Council on same
- Supervise relevant programme teams to ensure implementation of specific research funding programmes² to deadlines, including monitoring of resourcing
- Ensure provision of high quality guidance and information on specific Council programmes for applicants and other stakeholders
- Support the development of a culture of excellence in the Council’s work and the development of staff talent (including through PMDS), and coordinate in this regard as a member of the Council management team
- Cultivate strong working relationships with other research funders (RFs) and support the development of mutually beneficial collaborative initiatives
- Working with the Council Finance Manager, ensure delivery of programme and administration budgets for internal and Departmental Estimates purposes, and work with the HEA Finance function to regularly monitor and review spend
- Lead the development and implementation of Council policy on researcher career development
- Lead the development and implementation of Council policy/practice on open data, and ensure Council compliance with GDPR
- Working with the Council Assistant Director (Impact and Partnerships) and Programme Managers and the Council’s IT providers, ensure systems meet operational requirements and user needs
- Work with the Director and Assistant Director (Impact and Partnerships) in the development of (a) appropriate research funding programmes; (b) policy or other papers for consideration by the Council
- Report to Council on operational matters as appropriate, including via preparation of written reports or presentation material
- Liaise with Departmental officials on Council business as required, including the preparation of briefing, speech or other material
- Engage with the Higher Education Authority as appropriate on all operational matters
- Engage with higher education and research-performing institutions to promote and manage programmes, seek feedback, and advance Council strategy
- Represent the Council on national committees or other fora as required.

² It is envisaged that this will include the Council’s Government of Ireland programmes, the Laureate Awards, knowledge exchange funding and ad-hoc programmes.

Requirements:

- An appropriate higher education qualification, preferably to include postgraduate level;
- A minimum of two years appropriate management experience with a strong preference for an individual with a research funding background;
- Experience in programme management;
- Proven experience working in a client/customer- focused context and successfully managing stakeholder relationships;
- Management of budgets and controlling costs.
- Knowledge of, and interest in issues relating to higher education and publicly funded research .

The following competencies would be required for this position:

- Excellent team and people management skills;
- Excellent project management and planning skills, including financial control;
- Excellent communication skills, both verbal and written;
- Knowledge of established practice in the management of research funding programmes.
- Proven leadership ability;
- Good judgement and analytical skills;
- Resilient and calm under pressure.

Further information on the work of the Irish Research Council is available on www.research.ie

2. Job Description – Senior Manager, Skills and Engagement

Reporting to the Head of Skills, Engagement & Statistics the post holder will be responsible for managing a range of projects in the Skills & Engagement unit. This includes managing the Springboard+ programme and liaising with the Department of Education and Skills, other government agencies and Departments and employer bodies to identify national skill needs.

Duties include:

- Managing the Springboard+ Programme including running calls, overseeing a competitive assessment process, implementing a marketing campaign, managing www.springboardcourses.ie; budget management and evaluating outcomes.
- Engaging with HEIs and government Departments on the implementation of this important national programme (including overseeing service level agreements with each higher education institution involved in Springboard+)
- Reviewing provider processes in the running of Springboard+
- Managing the co-funding of Springboard+ with the European Social Fund in close liaison with the Department of Education and Skills
- Managing the National Student Engagement Programme in collaboration with the QQI and USI.
- Managing the implementation of the National Employer Survey
- Participation on a cross-departmental group on strategic workforce planning for the Health and Social Care sectors

- Participation on the FE-HE Transition subgroup with colleagues from the further and higher education sectors
- Working with external suppliers for particular services (e.g. PR and IT support)
- Participation on sub-groups of the Expert Group on Future Skills Needs as required
- Managing a team

Requirements:

- Experience in programme management on a national basis
- A minimum of two years appropriate management experience.
- Knowledge of, and interest in issues relating to higher education.
- Minimum level 8 qualification, a postgraduate level 9 would be an advantage.

The following competencies would be required for this position:

- Excellent organisational and project management skills including financial control
- Excellent relationship building skills
- Strong analysis and decision-making skills
- Ability to engage in a confident and sensitive manner with a range of stakeholders from senior HEI leaders to employer representatives
- Excellent communication skills (verbal and written)
- Good IT skills, including database skills.

Further information on the work of Enterprise and Skills is available on www.heai.ie and www.springboardcourses.ie

3. Job Description – Senior Manager, Access Policy

Reporting to the Head of Access Policy the post holder will be responsible for managing a range of projects in the Access Policy Office. These include the delivery of the three strands of the [Programme for Access to Higher Education](#) (PATH) and other actions being implemented as part of the [National Access Plan 2015-2019](#).

Duties include:

- Managing the Programme for Access to Higher Education, including oversight of the implementation of three strands of this programme, the management of any new calls for funding and the monitoring of and reporting on programme funding and outcomes.
- Reporting to the Department of Education and Skills (DES) and other stakeholders on the implementation of the National Plan for Equity of Access to Higher Education 2015-2019.
- Progressing the recommendations of the Progress Report on the National Access Plan (2018).
- Managing reviews of higher education access policy and funding.
- Chairing meetings and working groups as the need arises.
- Managing the annual education and research budget of the office and reporting on this to the Higher Education Equity of Access Section of the DES.
- Liaising closely with the DES on the provision of briefing material, the preparation of speeches and on responses to parliamentary questions.

- Participation on the DES steering committee for the National Access Plan and representing the HEA on other working groups and committees as required.
- Presenting on access policy to the DES, higher education institutions and other agencies and stakeholders as required.
- Working with HEA System Funding on the implementation of the Reviews of the Fund for Students with Disabilities and the Student Assistance Fund (SAF), including chairing the SAF steering group.
- Overseeing the organisation of events and meetings, including consultation meetings with students and institutions.
- Managing and leading a team of staff.

Requirements:

- A minimum of two years appropriate management experience.
- A track record of experience in the development and implementation of education policy, social inclusion policy or other public policy.
- A knowledge of and interest in the higher education system, equality policy and access for disadvantaged groups.
- Experience in funding programme management.
- Experience in collaborating with a diverse range of stakeholders.
- Minimum level 8 qualification, a postgraduate level 9 would be an advantage

The following competencies would be required for this position:

- Excellent organisational and project management skills, including the ability to plan, prioritise and manage work in a systematic way so as to deliver to tight deadlines.
- Excellent interpersonal and relationship building skills
- Strong qualitative and quantitative research and analysis skills
- The ability to write and present in a concise, accessible and plain English style.
- Ability to engage in a confident and sensitive manner with a range of stakeholders from senior HEI leaders to members of target groups in the National Access Plan.
- Good IT skills.

Further information on the work of Access Policy is available on www.hea.ie

Closing date for applications **5.30pm Tuesday 10th July 2018** via email to recruit@hea.ie, for the attention of Mr. Padraic Mellett, HEA, Head of Corporate Affairs, Higher Education Authority. Alternatively, applications can be sent by post to Mr. Padraic Mellett, HEA, Head of Corporate Affairs, Higher Education Authority, 3 Shelbourne Buildings, Shelbourne Road, Dublin D04 C2Y6.

Informal queries relating to this position should be submitted to recruit@hea.ie

Principal Conditions of Service

Part 1 (Conditions which particularly apply to this position)

- 1. Pay:** The salary scale for this position is as follows:

PPC - €65,836, €68,215, €70,581, €72,957, €75,325, €76,692, €79,087 (LSI 1), €81,486 (LSI 2)

PPC (Personal Pension Contribution) Scale (for officers who are existing civil or public servants appointed on or after 6 April 1995 or who are new entrants to the civil or public service and who are making a compulsory personal pension contribution).

Different pay and conditions may apply if, prior to appointment, the appointee is an existing civil or public servant appointed prior to 6th April 1995.

Increments may be awarded subject to satisfactory service and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Salary: The appointment will be made on the salary scale at a point in line with current Government Pay Policy. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale. Different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

2. **Annual Leave:** Annual Leave will be 30 working days.
3. **Hours of Attendance:** Working hours will be in accordance with the standard arrangements for HEA and will equate to no less than a 37 hours (net of rest breaks) per week.

No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time.

4. **Location:** This position is currently based at 3 Shelbourne Buildings, Shelbourne Road, Dublin 4.

Part II (Other conditions which apply generally to appointees to this position)

1. **Tenure:** These three posts are permanent subject to a probation period of no more than 12 months. Persons appointed to either position may be moved to other duties appropriate to their grade.

Should the appointee's services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. Should the appointee's services be unsatisfactory, the appointment may be terminated at any time during the period.

2. **Duties:** The appointee will be expected to perform all acts, duties and obligations as appropriate to this position (which may be revised from time to time).
3. **Outside Employment:** The position is whole-time and the appointee must avoid involvement in outside employment/business interests in conflict or in potential conflict with the business of HEA. Clarification must be sought from management where any doubt arises.

4. **Sick Leave:** Sick leave with full pay may be allowed at the discretion of the Higher Education Authority in accordance with established procedures and conditions for the public service generally.
5. **Retirement and Superannuation:** The appointee will be offered public service pension terms and retirement age conditions in accordance with pension arrangements in the HEA depending on the status of the successful appointee:
- a) In general, an individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Single Scheme) which commenced from 1 January 2013 (Section 10 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 refers);
 - b) An individual who is on secondment will remain a member of the parent organisation's pension scheme and the pensionable remuneration will be based on his/her substantive grade i.e. the grade at which the individual is employed in his/her parent organisation;
 - c) An individual who was a member of a "pre-existing public service pension scheme" as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will be a member of the HEA's Staff Superannuation Scheme and Associated Spouses and Children's Scheme;
 - d) At the time of being offered an appointment, the HEA in consultation with the Department of Education & Skills and the Department of Public Expenditure and Reform if necessary, will, in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status;
 - e) In accordance with the provisions of the Superannuation (Miscellaneous Provisions) Act, 2004 staff may not retire before their 65th birthday unless it is on grounds of ill-health. Different retirement arrangements apply to staff employed in the public service prior to the aforementioned 2004 Act;
 - f) The following points should be noted:
 - **Pension Accrual:** A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.
 - **Pension Abatement:** The Public Service Pensions (Single Scheme and Other Provisions) Act 2012 extended pension abatement so that a retiree's public service pension is liable to abatement on re-entering public service employment, even where the new employment is in a different area of the public service. However, if the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER) or the Health Service Executive VER/VRS which, as outlined below, render a person ineligible for the competition) the entitlement to payment of that pension will cease with effect from the date of reappointment. Special arrangements will, however, be made for the reckoning of previous service given by

the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007:** The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the cesser of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
 - **Ill-Health Retirement:** Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.
6. **Pension Related Deduction:** This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measures in the Public Interest Act 2009. For further information in relation to public service superannuation issues please see the following website: <http://per.gov.ie/pensions>
 7. **Eligibility to compete:** Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway.
 8. **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.
 9. **Department of Health and Children Circular (7/2010):** The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.
 10. **Collective Agreement: Redundancy Payments to Public Servants:**
The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 –

2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

11. Declaration of previous public service employment history:

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

Competition Process

How to Apply

Applications should be made by sending a current CV together with a cover letter outlining suitability for the post by email to Padraic Mellett, Head of Corporate Affairs recruit@hea.ie no later than **5.30pm on Tuesday 10th July 2018**. Alternatively, applications can be sent by post to:

Mr. Padraic Mellett, HEA,
Head of Corporate Affairs,
Higher Education Authority,
3 Shelbourne Buildings, Shelbourne Road,
Dublin D04 C2Y6.

Applicants will be required to provide a declaration as outlined in paragraph 11.

Applications will not be accepted after the closing date.

Please specify which post(s) you have a preference for and if there is any position you do not wish to be considered for..

Selection Methods

The selection may include shortlisting of candidates on the basis of the information contained in their application

- interview
- satisfactory references (referees will not be contact without the candidate's prior agreement)

The Higher Education Authority reserves the right to require candidates attend a second interview.

Interviews for these positions will take place on 14th and 15th August. The HEA will facilitate candidates seeking to interview via Skype. The HEA reserves the right to an add an additional date to the interview schedule should this prove necessary.

Shortlisting

Normally the number of applications received for a position exceeds that required to fill existing and future vacancies to the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, the HEA may decide that a number only will be called to interview. In this respect, the HEA provide for the employment of a short-listing process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. An expert board will examine the application forms against pre-determined criteria based on the requirements of the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your application.

Confidentiality

Subject to the provisions of the Freedom of Information Act, 1997 as amended applications will be treated in strict confidence.

Security Clearance

Police vetting may be sought in respect of individuals who come under consideration for appointment. The applicant will be required to complete and return a Garda Vetting form should they come under consideration for appointment. This form will be forwarded to An Garda Síochána for security checks on all Irish and Northern Irish addresses at which they resided. If unsuccessful this information will be destroyed by the HEA. If the applicant subsequently comes under consideration for another position, they will be required to supply this information again.

Other important information

The HEA will not be responsible for refunding any expenses incurred by candidates.

The admission of a person to a campaign, or invitation to attend an interview, is not to be taken as implying that the HEA are satisfied that such person fulfils the requirements of the competition or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore, for you to note that the onus is on you to ensure that you meet the eligibility requirements for the competition before attending for interview. If you do not meet these essential entry requirements but nevertheless attend for interview you will be putting yourself to unnecessary expense.

Prior to recommending any candidate for appointment to this position the HEA will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made nor can it be deemed or inferred that such a determination has been made.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the HEA may, at its discretion, select and recommend another person for appointment on the results of this selection process

Candidates' Obligations

Candidates should note that canvassing will disqualify and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions is guilty of an offence. A person who is found guilty of an offence is liable to a fine/or imprisonment.

In addition, where a person found guilty of an offence was or is a candidate at a recruitment process, then:

- where he/she has not been appointed to a post, he/she will be disqualified as a candidate; and

- where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment.

Deeming of candidature to be withdrawn

Candidates who do not attend for interview or other test when and where required by the HEA, or who do not, when requested, furnish such evidence as the HEA requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

Quality Customer Service

We aim to provide an excellent quality service to all our customers. If, for whatever reason, you are unhappy with any aspect of the service you receive from us, we urge you to bring this to the attention of the unit or staff member concerned. This is important as it ensures that we are aware of the problem and can take the appropriate steps to resolve it.

Feedback will be provided on written request.

General Data Protection Regulation (GDPR)

The General Data Protection Regulation (GDPR) came into force on the 25th May 2018, replacing the existing data protection framework under the EU Data Protection Directive.

This personal data, such as information contained in your application/CV will be processed as part of the recruitment campaign. Please note that your personal data may be disclosed to third parties who provide services to the HEA in connection with the recruitment process. You may request a copy of the personal data that the HEA holds in relation to you. Please submit your request in writing to the HR Office, HEA, 3 Shelbourne Buildings, Shelbourne Road, Dublin 4 or by email to dataprotection@hea.ie

Terms and Conditions

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidates.