

Secondment Opportunities – Teaching and Learning Policy Advisors

Expressions of interest are invited from eligible public sector employees in the Education Sector or related government agencies/departments for the position of Teaching and Learning Policy Advisor in the Higher Education Authority. The HEA is recruiting seconded experts to support the work of the National Forum for the Enhancement of Teaching and Learning. The HEA is currently seeking experts in the areas of:

- Professional Development/Recognition of Teaching and Learning in Higher Education
- Impact of Teaching and Learning in Higher Education
- Student Success

Over the next 2 years the HEA envisions appointing secondees with expertise in other areas relating to higher education teaching and learning, including:

- Education for Sustainable Development
- Artificial Intelligence

Secondments will be for a maximum period of 18 months. The arrangement will be reviewed at 3 months and at 6 months to ensure it is meeting the expectations of both parties. As part of this process, a panel of experts will be established to fill positions over a two-year period.

Expressions of interest are sought from staff with demonstrable expertise in the area of teaching and learning (practice, policy or research) in the areas outlined above and who have an in-depth understanding of the Irish higher education sector, as well as a track record of contributing to the scholarship of teaching and learning. Secondees will remain on the payroll of the parent organisation and all agreed costs associated with secondments will be the responsibility of the HEA.

Expressions of interest to be submitted to recruit@hea.ie by 4 p.m. on the 1st of March 2024. All EOIs should include a current CV and statement (max 1,000 words) outlining how the candidate meets the essential criteria set out in the role profile. **Candidates must ensure they have the support of their employer before submitting an expression of interest** and should include appropriate contact details for their HR Department in their EOI.

Note for Human Resources Officers:

Please note that parent organisations will continue to pay participants for the duration of the period of the secondment, and payroll costs will be invoiced quarterly to the HEA. All other agreed costs associated with the secondment will be the responsibility of the HEA.

All applicants are obliged to seek permission in principle to apply from their respective organisations in advance of submitting any application.

Once offered a secondment to the HEA, it is expected that the candidate will be released to take up the position within 4 to 6 weeks from notification.

Background:

The post of Teaching and Learning Policy Advisor is a temporary specialist role located in the HEA to support the work of the National Forum for the Enhancement of Teaching and Learning.

The National Forum for the Enhancement of Teaching and Learning was established in 2012. Between its establishment and 2021, the National Forum acted as the national body responsible for leading and advising on the enhancement of teaching and learning in Irish higher education. In January 2021, the National Forum was established on a sustainable basis under the auspices of the HEA. As part of the HEA, the National Forum will continue to support individual, institutional, and sectoral change through policy advice and funding support instruments. The National Forum has as its mission to lead the enhancement of teaching and learning in partnership with students, staff, and leaders in Irish higher education to develop an inclusive, collaborative and innovative culture that maximises learning impact for the success of all students.

Role Profile:

The postholder will report to the Senior Manager (or equivalent), National Forum for the Enhancement of Teaching and Learning and will be responsible for a wide range of activities including:

1. Researching and Reporting

- Coordinate and lead analysis on relevant developments in teaching and learning at national and international level.
- Author reports detailing HEI progress in teaching and learning.

2. Policy Development and Implementation

- Contribute and advise on the development of national policy on teaching and learning in higher education.
- Support the implementation of national policy on teaching and learning in Irish HEIs.

3. Stakeholder Engagement

- Liaising and communicating effectively with stakeholders, including HEI staff, SATLE leads, and HEA stakeholders.

4. Meeting Facilitation

- Supporting meetings of relevant partners and stakeholders.

5. Additional Duties

- Any other duties assigned by the Senior Manager, Head of Policy and Strategic Planning, and CEO.

Specifically, in 2024 the HEA requires seconded experts to undertake work in the following areas:

- Advancing work on the Professional Development Framework and Professional Recognition Framework;
- Analysis of the Strategic Alignment of Teaching and Learning Enhancement (SATLE) Funding
- Reviewing the Framework for Student Success.

Eligibility:

Candidates must, on 1st March 2024:

- Be already serving in the public service in a publicly funded HEI or a relevant government agency/department.
- Have satisfactorily completed probation in their current role or have obtained a satisfactory rating in their organisation's performance management system for the year 2023 and be suitable from the point of view of health, with particular reference to sick leave Circular 05/2018 and satisfactory attendance.
- Possess the necessary experience, skills and competencies required to perform the role.
- Have pre-approval for the application by their organisation's HR Division.
- Offers will be dependent on satisfactory references from the releasing line manager confirming satisfactory conduct and levels of absence/sick leave.

Essential Skills and Competencies:

Essential

- NQF Level 8 qualification or higher in a relevant discipline area.
- Minimum of 18 months relevant experience with excellent analytical and problem-solving skills, capable of providing strategic input to programme planning and implementation.
- A strong and demonstrable understanding of teaching and learning enhancement.
- Demonstrable expertise in the area of teaching and learning (practice, policy or research) in one of the following areas:
 - Professional Development/Recognition of Teaching and Learning in Higher Education
 - Impact of Teaching and Learning in Higher Education
 - Student Success
 - Education for Sustainable Development
 - Artificial Intelligence
- An in-depth understanding of the Irish higher education sector and its current priorities.
- An ability to collect and sort data, analyse diverse sources of information, review and synthesise research, and write excellent, precise, informative and instructive reports and communications that will be of benefit to the sector.
- The energy and commitment to build positive relationships, support collaborative efforts and develop learning communities among those who learn, teach and lead in higher education.
- Excellent interpersonal and facilitation skills with a track record of building collaborative relationships.
- Excellent written and verbal communication skills including strong report writing and presentation skills.
- Competence in the development of workplans, identification of key deliverables and communication of impact.
- Excellent organisational and project management skills with a strong ability to work to agreed deadlines and terms of reference.

- The ability to use initiative and operate autonomously when needed.
- Experience in the Microsoft Office suite of programmes, including competency in Microsoft Word, Outlook, Excel, PowerPoint and video conferencing software, etc.

Desirable

- A postgraduate degree (NFQ Level 9 or above) or equivalent in a directly relevant discipline, or experience of research activity in education or a related area.
- A track record in engaging in high-level pedagogical research.
- A minimum of five years' experience working in an Irish higher education institution or relevant government agency/department.

Conditions of Assignment:

- The secondment will be for a period of 18 months.
- This arrangement will be reviewed after three and six months to ensure that it is meeting the expectations of both parties.
- In the event of the level of performance not being satisfactory, the secondment arrangement will cease and the secondee will return to their parent organisation.
- While on secondment, the secondee will continue to have access to promotional opportunities in their parent organisation.
- Flexi time applies where applicants have this in their current position.
- At the end of the period of secondment, staff will return to their parent organisation. In the event that there is no suitable position in their parent organisation, staff will return to work in accordance with the secondment policy provisions in place within their organisations at that time.

Expression of Interest Process:

Applications, which must be pre-approved in principle by your organisation's HR Department, should be made by 4 p.m. on the 1st of March 2024 to recruit@hea.ie.

Applications should include a CV, contact details for the parent association HR Department and a personal statement addressing the essential and desirable requirements set out in the role profile.

Applications received after the closing date will not be considered.

Selection Process:

If the numbers applying are such that it would not be practical to interview all applicants, it may be necessary to shortlist only those that appear most suitable for the role based on the information contained in their application.

The interview may include a presentation by the candidate. Where this is required, candidates will be provided with additional information in advance.

It is intended that interviews will be in person. Details will be provided to shortlisted candidates in advance.

Interviews will be held in early 2024 and the onus is on candidates to make themselves available to attend interview during this period of time.

The HEA is an equal opportunities employer. We are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work. Reasonable Accommodations will be provided to candidates, if required, during this recruitment process. To discuss and request reasonable accommodations in confidence please contact the HEA's Disability Liaison Officer, Liam McCaffrey LMcCaffrey@hea.ie

FAQ

Q. Will my pay change?

A. No. You will continue to be remunerated by your Organisation on your current pay rate. Increments where appropriate will be paid to you on your due date.

Q. Will there be a change to my Terms and Conditions of Employment?

A. No, you will continue to be an employee of your Organisation under your existing Terms and Conditions for the duration of the secondment.

Q. I have more holidays than is usual for a public servant. How many will I be allowed to have in this post?

A. Successful candidates can carry over their current leave allowance to their post. This is subject to an upper limit of 30 days per annum. Candidates who usually have more annual or special leave than this (e.g. a teacher) will be expected to voluntarily align themselves with the upper limit of 30 days for the duration of the secondment.

Q. Can I continue to apply for promotional opportunities in my current organisation, should they arise?

A. Yes.

Q. Can I apply for promotional opportunities in the Higher Education Authority should they arise?

A. You are eligible to apply for external competitions within the HEA but not for confined competitions or internal mobility.

Q. I want to apply for this role however, my HR Department will not allow to me to apply. What should I do?

A. All expressions of interest must be pre-authorised by your organisation's HR Department prior to submission.

Q. Can I avail of flexi time?

A. If you have flexi time at the moment, it may continue in line with the policy that is currently in place in the Higher Education Authority.

Q. Can I avail of blended working?

A. Candidates should note the HEA's Blended Working Policy is that employees are required to work a minimum of 2 days per week in the office. All applications for blended working are subject to approval.

If approved employees will be required to attend on specific days each week agreed with the manager and on days as and when required by the manager, for example for collaboration, meetings, training and key events.