Candidate Brief for the position of:

Assistant Lecturer in Social Care

(Permanent Wholetime)

Dublin Institute of Technology

(Reference: HRC/A/257a/16)
Dublin Institute of Technology

**DIT at a glance**

Original foundation dating from 1887 - in its current form since 1992

- 9% of all higher education students in Ireland
- 20% of student population come from outside Ireland
- 12% of DIT students are mature learners
- Students registered on programmes in four Colleges - Arts and Tourism; Business; Engineering and Built Environment; Sciences and Health
- One of the national degree-awarding bodies in higher education
- Over 2,000 staff members of academic, administrative and support staff
- 800 students and academic staff actively engaged in research
- Ranked in the top 4% of universities internationally
- 4000+ graduates each year
- Active in civic and industry engagement
- Annual budget circa €170M

For further detail, please see [http://www.dit.ie/](http://www.dit.ie/)
Dublin Institute of Technology

With a history dating back to 1887, Dublin Institute of Technology (DIT) is one of the largest education providers in Ireland currently accounting for 9% of all higher education students. Programmes offered in DIT, from apprenticeship to PhD, are distinctively practice-based and research-informed. Responding to education, cultural and economic changes in our society, DIT engages with local community partners; works closely with industry; and collaborates with academic institutions nationally and internationally. The development of the new DIT campus at Grangegorman in Dublin’s inner city is the biggest project of its kind in Europe and will see more than 50% of all current DIT activities located on one campus by 2019. Meanwhile, working with partner institutions in IT Blanchardstown (ITB) and IT Tallaght (ITT), DIT aims to develop Ireland’s first Technological University which will make a significant contribution to the social and economic development of the Dublin region - see the Alliance’s Higher Education Landscape submission¹ for details of the TU4Dublin vision.


College of Arts and Tourism

The College of Arts and Tourism at DIT nurtures innovation and creativity across and between its six schools and academic disciplines. The College is committed to the development of knowledge which benefits society. The College provides a range of unique and innovative programmes (usually first in their field) in a modular format including higher certificate, degree, master degree and doctorate, along with research opportunities in its research centres.

School of Languages, Law & Social Sciences

The School of Languages, Law and Social Sciences was formed in November 2013, with the merger of the School of Social Sciences and Law and the School of Languages. The School offers undergraduate degrees in Social Care; Early Childhood Education; and Law. It offers postgraduate programmes in Criminology; Law; Child, Family and Community Studies and Gaeilge Fheidhmeach / Applied Irish. With colleagues in other Schools, we jointly deliver programmes in Languages and International Tourism; and International Business and Languages alongside a recently developed joint honours degree in languages.
Job Description

Role Overview

The School of Languages, Law & Social Sciences is seeking to appoint an Assistant Lecturer in Social Care on a permanent whole-time basis.

Social Sciences

Social Sciences in DIT provides training and education for students who wish to develop their professional skills as social care workers, planning and providing high quality care and support for marginalised individuals and groups. The sector is becoming increasingly professionalised and regulated and DIT now seeks to employ a lecturer in Social Care to work with a strong team of experienced and committed lecturers.

Principal Accountabilities

Playing an active role in the academic direction of courses which includes teaching, academic assessment and academic administration;

Developing course materials for teaching and learning;

Actively contribute to the further development of the School’s programmes and research;

Support and contribute to programme management and development;

Working as part of a team in delivering courses as part of a programme;

Undertaking research and scholarly activity alongside personal development in your subject area;

Contribute to the further growth of the School of Languages, Law & Social Sciences in a focused and energised manner.
Person Specification

The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities as outlined below:

Knowledge

A Master’s degree in a relevant discipline, e.g. Social Care or Social Work, from a recognised degree awarding authority or an approved equivalent qualification (Essential);

A PhD in a relevant area.

[Note: Master’s Degrees must have been obtained by thesis/examination]

Experience

Three years’ appropriate experience subsequent to obtaining an honours primary degree in a relevant discipline (Essential);

Third level teaching experience in Social Care;

Experience of working as a Social Care Worker or Social Worker;

A track record of research and scholarly activities in related areas;

Eligibility for registration as a Social Care Worker, or Social Worker.

Skills, talents & abilities

Strong organisational skills and proficiency in MS Office;

Excellent communication skills both oral and written;

Communication with students is particularly important;

Experience of e-learning education management systems such as Webcourses or Blackboard;

Flexible and ability to work on own initiative and as part of a team;

An enthusiastic team player with the ability to network with colleagues and other stakeholders.
## Eligibility to compete

_Citizenship / Permit Requirement:_
Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having or obtaining an appropriate work permit for the nature and duration of the position.

*Former Public Service employees:_
Eligibility to compete may be affected where applicants were formerly employed by the Irish Public Service and previously availed of an Irish Public Service Scheme including:
- Incentivised Scheme for Early Retirement (ISER)
- Department of Health and Children Circular (7/2010)
- Collective Agreement: Redundancy Payments to Public Servants
Applicants should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. This is a non-exhaustive list and any queries should be directed to an applicant’s former Irish Public Service Employer in the first instance.

## Terms and Conditions of Employment

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with the Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

*Tenure:*

The post is being offered on a permanent wholetime basis.

*Location:*

The successful candidate will be based in DIT Grangegorman, but may be re-located in line with operational requirements.

It is expected that through legislation to be published shortly the three institutions in the Dublin region – Dublin Institute of Technology (DIT), Institute of Technology, Blanchardstown (ITB) and Institute of Technology, Tallaght (ITT) will seek designation to become a Technological University for Dublin. Thereafter, staff may be assigned or re-assigned to any of the buildings/centres in the post designation, at the discretion of the Institute and in accordance with collective agreements arrived at from time to time.

For further information please see [www.tu4dublin.ie](http://www.tu4dublin.ie) and [www.dit.ie/grangegorman](http://www.dit.ie/grangegorman)
**Salary:**

The post will be remunerated on the Assistant Lecturer Salary Scale:

- €40,715 - €50,487
- €36,743 - €50,487 New Entrants

Appointments will be made at the appropriate point of the Assistant Lecturer Salary Scale. Incremental credit may be awarded in line with Institute policy.

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

**Hours of work:**

This is a wholetime post. In addition to teaching hours (up to 19 hours per week), attendance is required from Monday to Friday during the general working hours of the School and College.

**Probation:**

The terms of the Institute’s Staff Induction and Probation Policy will apply.

**Progression**

Assistant Lecturers will progress to the main career grade of Lecturer on completion of one year’s service after having reached the maximum of the Assistant Lecturer scale subject to a minimum of five years continuous service in the grade subject to ability, experience, academic qualifications, scholarship and demonstrated performance. Possession of an appropriate defined postgraduate qualification or equivalent shall normally be considered an essential requirement. An Assistant Lecturer with a Ph.D. and relevant research experience may be considered for progression after three years continuous service. If successful such an Assistant Lecturer may be placed on the first point of the Lecturer scale and remain on that point until five years of service has been completed.

**Teaching qualifications for newly-appointed Academic staff**

Please note that all new academic staff appointed to the DIT at Assistant Lecturer and Lecturer grades, who do not currently have a teaching qualification or equivalent will be facilitated to undertake the Postgraduate Diploma in Third Level Learning and Teaching offered by the DIT Learning and Teaching Centre.

**Annual leave:**

Annual Leave will be granted in accordance with the collective agreements approved by the Minister for Education and Skills from time to time for permanent whole-time Lecturers.

**Retirement:**

This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee’s individual status and therefore such details will be provided at the time of appointment.
Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

**Sick Leave:**

This appointment is subject to the Institute’s Sick Leave Policy for Officers of the Institute.

**Other conditions:**

**Nature of the post:**

The post will be on a permanent, wholetime and pensionable basis, subject to the terms of the provisions of the Dublin Institute 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.

**Duties:**

The appointee will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration. The appointee should carry out such duties as are assigned by management including but not limited to:-

a) Teaching such assigned classes as deemed appropriate by management of the Institute, day or evening, up to 630 hours per annum including supervision of post-graduate students where appropriate. There will be a norm of 18 class contact hours per week, which may be varied from 16 to 20 in consultation with the teacher. Where a lecturer is supervising a Tutor/Demonstrator, a reduction in teaching hours will be applied on the basis of one-hour reduction per three hours demonstration/tutorials supervised;

b) Carrying out assessment, monitoring and evaluation of examinations work, and providing an academic and consultative support to students in their learning activities;

c) Providing academic input on existing and new courses and course development;

d) Engaging in research, consultancy and development work as appropriate;

e) Participating in committees appropriate to courses and meetings convened by management;

f) Maintaining appropriate records and making available information as required by management;

g) Engaging in promotion including student recruitment as appropriate;

h) Participating in development, implementation and maintenance of academic quality assurance arrangements;

i) Participating in appropriate activities necessary to the development of their department/school and the Institute;
j) Directing and supervising the work of Tutor/Demonstrator and taking academic responsibility for the academic standards of this work.

The performance of these duties will require attendance in addition to class contact hours during the normal working week.

The appointee shall carry out the lawful instructions of the President or authorised officer and comply with the requirements and regulations of the Minister for Education and Skills.

The provisions of the agreement with the Teachers’ Union of Ireland in the context of the Public Service Agreement as set out in Circular Letter 0026/2011 and Circular Letter 0052/2016 will apply to this post.

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**Application Process**

**Application Form**

Applications will be accepted through the online application service at www.dit.ie/vacancies. A CV will be required in addition to the application form. All correspondence from the Institute regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from DIT.

**Closing Date**

The closing date for applications is 12pm on Monday 22nd May 2017. Late applications will not be accepted.

**Contact information**

For further information about this post please contact: Dr Máire Mhic Mhathúna at maire.mhicmhathuna@dit.ie.

For queries regarding the application process, please contact Conor McCague at 402 3336 between 9.30 and 5.00pm, Monday to Friday or email conor.mccague@dit.ie.

**Further Information for Candidates**

A panel may be formed from which suitable vacancies which may arise over the next 12 months may be filled.

Canvassing will automatically disqualify.

Late applications will not be accepted.
You are also advised that you can only submit one application per competition. Should you have any issues with your submission, please contact us.

Shortlisting of applicants may take place, on the basis of information supplied in the application form.

It is Institute policy to seek written references from your referees, one of whom must be your current or most recent employer. Candidates are advised to please ensure the nominated referees are aware of this requirement.

DIT is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

DIT operates a policy of Garda Vetting & Disclosure of Criminal Convictions. All applicants will be asked to disclose criminal convictions and may have to undergo Garda Vetting as part of the selection process.

Persons appointed for the first time to a wholetime position within the Institute will be required to furnish:
- a satisfactory Health Certificate from a medical practitioner nominated by the Institute;
- as evidence of age, a certified extract from a Public Register of Birth;
- a passport (if a passport is not currently held, a birth certificate and a form of photographic identification is required);
- Proof of PPS Number (e.g. social services card);
- Income Tax - Certificate of Tax-Free Allowance or Cessation Certificate (P45 Form);
- Qualifications: the successful candidate will be required to submit parchments of Degrees, Diplomas, Certificates and other professional qualifications.