

Job Description



**Technological University of the Shannon:
Midlands Midwest**


Ollscoil Teicneolaíochta na Sionainne:
Lár Tíre Iarthar Láir

Grade IV - ICT Support Laptop Initiative

Vacancy ID	020105
Contract Type	Specific Purpose, expected duration of 12 months
Location	Midlands Campus, Athlone This post will primarily be based at the location specified above, but from time to time may require attendance at any of the TU campuses.
Reporting to	The Deputy Librarian
Expected Start Date	June 2024
Competition Type	Open Competition in line with Circular Letters 0007/2017 & 0045/2017 . A panel maybe created from this competition.
Introduction	<p>Technological University of the Shannon (TUS) is Ireland's third technological university and home to 15,000 students and a staff complement of approximately 2,000, full-time and part-time, across seven campuses in Athlone, Limerick, Thurles, Clonmel, and Ennis.</p> <p>Established on October 1, 2021, TUS has a strong regional focus and is a key driver of development and investment across the Midlands and Midwest. The new networked university, linked by the river Shannon, borders on almost half of Ireland's 26 counties and will provide unprecedented levels of access to higher education.</p> <p>We are committed to developing a contemporary and vibrant technological university - a higher education TU that reflects the educational and economic needs of our region and the communities we serve. The new technological university will connect knowledge creation with industry partnerships to grow and support collaboration. The technological university will be the home of academic leaders, knowledge creators and cutting-edge researchers who will positively affect people's lives now and in the future.</p>
The Role	This role will be the main end-to-end administrative support for an innovative initiative to ensure that laptops are available to students who otherwise might not be able to engage fully in their studies and their time in college. The post-holder will be a critical part of a multi-disciplinary team across the library, student services and IT addressing the digital divide that can negatively impact students from a range of disadvantaged or underrepresented backgrounds in third level.
Qualifications/ Experience	At the date of closing, candidates must:

	<ul style="list-style-type: none"> • have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service; • be capable and competent of fulfilling the role to a high standard; • have obtained at least Grade D3 or 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; <p>Desirable:</p> <ul style="list-style-type: none"> • Be proficient in the Microsoft Office suite of applications. • Understand and demonstrate knowledge of the complexities of GDPR parameters in the context of the handling student data • Previous experience working with 3rd level students. • Have previous experience working to bring services and supports to students from socio-economic or disadvantaged backgrounds.
<p>Competencies Required</p>	<ul style="list-style-type: none"> • People Management • Analysis and Decision Making • Delivery of Results • Interpersonal and Communication Skills • Specialist Knowledge, Expertise and Self Development • Drive and Commitment to Public Service Values <p>Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service.</p>
<p>Principal duties and responsibilities:</p>	<p>The appointee will carry out such duties as are assigned including but not limited to the following: -</p> <ul style="list-style-type: none"> • The nature of this appointment is such that the post holder will be required to work in a flexible manner and will be required to be available for evening work during term-time (Sept-June) on • Responsible, under supervision, for administering this initiative, covering application process, selection process and communications with applications at all stages, including maintenance and return of devices. • Maintaining reporting and data accurately on the Initiative on an ongoing basis internally with this material the basis of further reporting to the HEA/Dept of Higher and Further Education. • Assisting in processing new devices and liaising with internal stakeholders (e.g. IT)

	<ul style="list-style-type: none"> • Liaising with relevant internal stakeholders regarding applications outcomes and the distribution of the devices for the scheme. • Liaising with IT or selected vendor on relevant IT updates to laptops, instructions to participants and device maintenance. • Administering, via Marketing Department, Students' Union and project leads, promotion of the initiative to students and facilitating/maintaining feedback data in support of reporting. • Support where necessary library onsite and online services in a professional and collegiate manner. • Make a positive contribution to all aspects of the library service and advocate for the range of skills, services and expertise of the library team. • Any other duties identified by the TU Librarian.
Superannuation (new entrants)	<p>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.</p> <p>Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment.</p> <p>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.</p>
Hours	A staff member appointed to this post will have to work a standard working week of 35 hours (net of rest breaks).
Annual Leave	23 days per annum. CL 0009/2014 will apply
Salary Scale	<p>€36,354 – €52,251 (10 points)</p> <p>The rate of remuneration may be adjusted from time to time in line with Government pay policy</p>
Contact Details	<p>The Human Resources Department Technological University of the Shannon: Midlands Midwest</p> <p>Email: recruit.midlands@tus.ie</p> <p>TUS staff (Midlands) who wish to apply, must apply via the ESS (Employee Self Service) system. Applicants from the TUS (Midwest) can submit an electronic application as an external applicant through the TUS (Midlands) E-Recruitment site. Only on-line e-recruitment application forms will be accepted.</p>
Additional Information	In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria. Therefore, candidates may be shortlisted based on qualifications and suitable experience, based on details given on the application form.

	<p>We welcome applications from all suitably qualified individuals regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.</p> <p>TUS is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to a work-life balance for all.</p> <p>Canvassing will disqualify.</p> 
Personal Data	<p>All personal data provided will be handled in accordance with the TUS Data Protection Policy and relevant Privacy Statements available on the website. Enquiries in relation to this should be sent to datacompliance@tus.ie.</p>