

Head of Department of Informatics – Senior Lecturer II

Permanent appointment - Ref: P18/18

1. Job Specification

This permanent position arises due to the retirement of the Head of School of Informatics at ITB.

Reporting to the Head of School, the Head of Department of Informatics is a member of the Central Management Team and will be responsible for the development and management of the Department of Informatics. The appointee will play a key role in academic and school administration, course development and delivery, quality assurance, student and staff development, resource planning and management.

The Head of Department of Informatics will play a pivotal role in the transition to the Technological University for Dublin.

A key focus of this role will be on working collaboratively with our partners IT Tallaght and Dublin Institute of Technology (DIT), towards designation and integration as a new Technological University for Dublin.

Following the passing of the Technological Universities Act 2018 in March 2018 the three institutions in the Dublin region – Dublin Institute of Technology (DIT), Institute of Technology, Blanchardstown (ITB) and Institute of Technology, Tallaght (ITT) have sought designation to become a Technological University for Dublin. For further information please see www.tu4dublin.ie

The position calls for a highly motivated individual who will contribute creatively to the development, implementation and delivery of courses in the Department of Informatics and with particular reference to the Institute as a whole. The appointee will:

- Be self motivated, can work on their own initiative and have experience of leading, managing and working with multidisciplinary teams;
- Be committed to self development;
- Be committed to the development of courses and modules and their delivery in a flexible manner e.g. through full-time, part-time and / or through open and distance learning or e-learning programmes
 - Be committed to the development of strategic relationships with academic, governmental, industrial, national and international organisations, in the context of the advancement of Institute goals.

2. Requirements/Qualifications

(A) Essential

Applicants for this position must have as a minimum:

- (i) A relevant degree in computer science, computing, information technology, software engineering or related area (with first or second class Honours) from a recognised awarding authority **or** an approved equivalent * **and;**
- (ii) An appropriate post graduate qualification or equivalent relevant to or supportive of the areas of study specified in (i) above **and;**
- (iii) Not less than five years relevant and acceptable experience in computer science, computing, information technology, software engineering either in research, industry, business, education practice or in a combination of two or more of these activities subsequent to obtaining the qualifications referred to in (i) above

**Individuals applying on the basis of an approved equivalent qualification (i) must submit a detailed case supported by full documentation justifying their contention that their qualifications are equivalent to an Honours degree (second class or higher)*

Applicants must have the necessary creative, technical and administrative expertise to lead and manage professional teams in pursuit of innovative and relevant programmes of study which respond to the needs of students, industry and the wider community.

(B) Desirable

- (i) Extensive education or industry based experience, including proven competence in a management or leadership role
- (ii) Have experience of establishing, maintaining and supporting appropriate linkages with business, industry, education and training providers.
- (iii) A knowledge of quality assurance issues and procedures within the educational context.
- (iv) A research and publications record
- (v) An ability to initiate programmes of research in support of the ongoing development of the School /Department and their contribution to realising the mission of the Institute.
- (vi) A postgraduate qualification should be at PhD level.
- (vii) A broad knowledge of trends and requirements within the Information Technology sector including developments within the emerging areas of net-centric computing, multimedia, e-learning and games development.

Note: 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.

3. Duties

The appointee will report to the Head of School of Informatics & Engineering.

The appointee will be responsible through the Head of School to the President for the efficient and effective management and control of the assigned Department and, for its development in accordance with Institute policy and plans.

The appointee will lead, direct and manage the academic programmes at Department level including teaching, research, programme development and design, academic assessment and academic administration.

The appointee will act as advisor and leader in quality assurance issues and will implement agreed quality assurance procedures and other procedures including progression, complaints processing, grievance and disciplinary etc.

The appointee will manage and direct the staff of the Department including timetabling and evaluating staff performance.

The appointee will work with the Head of School and Head of Department of Engineering as part of the School Executive and develop, agree, implement and manage School and Department policy.

The appointee will carry out such duties as are assigned by the President / Head of School, as appropriate, including but not limited to:-

- Developing a rolling strategic and operational plan for the Department consistent with School and Institute objectives and ensuring the staff are continuously advised on plans, policy and other necessary matters.
- Providing overall management and administration of the Department, including managing the Department budget and maintaining appropriate records and making available information as required by senior management
- Playing a leading role in the development, implementation and maintenance of academic quality assurance arrangements
- Providing academic leadership and scholarship on existing and new courses, in course development and in course coordination
- Working with the Head of Department of Engineering in the development of cross-discipline programmes
- Directing and supervising the work of members of staff of the Department, including evaluating staff performance and acting in an advisory capacity and as a professional support in academic matters to colleagues.
- Advise on and participate in recruiting suitably qualified staff and to manage in consultation with the Head of School and other relevant members of Institute management the development and implementation of a staff development programme for Department;
- Participate in appropriate activities, including external activities, necessary to the development and promotion of the Department, School and the Institute, advise on and participate in the promotion and marketing of the Department, School and Institute and its courses including the preparation of marketing literature and brochures and advise on student intake;
- Teaching classes for up to 105 hours per annum and carrying out assessment, monitoring and evaluation of examination work and providing an academic and consultative support to students in their learning activities; directing and supervising the work of Tutor/Demonstrators and taking academic responsibility for the academic standards of this work
- Working with the central management team [e.g. Registrar, Secretary Financial Controller other Heads of School and Department] as required and participating in committees as required from time to time.

- Liaising with awarding bodies, trade and professional organizations, government agencies etc. as required
- Advising on equipment and physical requirements
- Participating in committees and meetings, as required;
- Carrying out such other appropriate duties as may be assigned by the Head of School from time to time.

The appointee will carry out the lawful instructions of the Director and comply with the requirements and regulations of the Minister for Education.

The performance of this work will require regular attendance at the Institute in addition to class contact hours during the normal working week.

5. Salary Scale

€ 77,171 to €98,495 (10 increments)

Note: Former Public sector employees:

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General Information

- Shortlisting of applicants may take place, on the basis of information supplied in the application form
- The Institute is an equal opportunities employer
- Canvassing will disqualify
- All applicants are asked to disclose criminal convictions, per the application form

Submitting your application

For further information and to access the application form see www.itb.ie or contact Linda on 01 8851102.

One signed original and six photocopies of your application **should be posted or hand delivered to Linda Fitzpatrick, HR Department, Block A, Institute of Technology Blanchardstown, Blanchardstown Road North, Blanchardstown, Dublin 15. Please submit all applications on or before 12 noon on Friday 25th May 2018.**

The Institute of Technology Blanchardstown is an equal opportunities employer