



Candidate Brief for the position of:

Assistant Lecturer in Law

(Permanent Wholetime)

Dublin Institute of Technology

Reference (HRC/A/96a/14)



Dublin Institute of Technology

DIT at a glance

- A history in Dublin city, dating back to 1887, in its current form since 1992
- 9% of all higher education students in Ireland
- 20% of student population come from outside Ireland
- 15% 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
- Circa 2,500 staff members of academic, administrative and support staff
- 800 students and academic staff actively engaged in research
- Ranked in the top 3% of universities internationally
- 4000+ graduates each year
- Active in civic and industry engagement
- Annual budget circa €170M

For further detail, please see our DIT profile.

Dublin Institute of Technology

DIT is committed to responding to the challenges and opportunities that have emerged in Irish higher education, engaging positively in institutional collaboration both nationally and internationally, and in developing a strategy of widening participation and community engagement. We are now preparing for the next phase of our development with the relocation of all DIT activities to an integrated, state-of-the-art campus in Dublin's city centre, and to the development of the Technological University of Dublin.

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 postgraduate research.

School of Languages, Law & Social Sciences

The School of Languages, Law & 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; and Child, Family and Community Studies. With colleagues in other Schools, we jointly deliver programmes in Languages and International Tourism; and International Business and Languages.

Job Description

- **Role Overview**

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

Applications are welcome from those with experience in research and teaching private or public law subjects. The School has particular needs in the areas of the law of Torts, Jurisprudence, and Family Law. As the School wishes to develop its expertise in the teaching of socio-legal studies, experience in this area would also be an advantage.

The ideal candidate will be an innovative individual willing to join a dynamic, multi-disciplinary team.

S/he will be expected to engage in research and scholarship; participate in programme development, and school and institute activities; teach existing and new modules; advise and supervise postgraduate students; work collaboratively with colleagues across DIT and with other institutions as appropriate; and develop strong links with appropriate professional, civic and commercial organisations nationally and internationally.

S/he should be research active, with a record of peer-review publications and conference papers.

The appointee will deliver lectures in Law as required at undergraduate and postgraduate level.

- **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 at undergraduate and potentially postgraduate levels;

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 Masters degree in a relevant discipline from a recognised degree awarding authority or an approved equivalent qualification (*Essential*);

A PhD in a relevant area is highly desirable.

[Note: Masters 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;

A track record of research and scholarly activities, including peer-review publications, is highly desirable

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:

Primarily Aungier street and Grangegorman campus.

Note: In 2015, three institutions in the Dublin region – Dublin Institute of Technology (DIT), Institute of Technology, Blanchardstown (ITB) and Institute of Technology, Tallaght (ITT) will merge into a single institution to form the new Dublin Institute of Technology, prior to seeking designation as a Technological University for Dublin. Thereafter, staff may be assigned or re-assigned to any of the buildings/centres in the new Dublin Institute of Technology, at the discretion of the Institute.

For further information please see www.tu4dublin.ie and www.dit.ie/grangegorman

Salary:

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

- €39,715
- €35,743 (10% reduction in the pay of new entrants to the public service contained in the National Recovery Plan applies)

Appointments will be made at Point (01) of the Assistant Lecturer Salary Scale.

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 20 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, whole-time basis and pensionable, 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](#) will apply to this post.

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 5pm on Friday 7th November 2014. Late applications will not be accepted.

Contact information

For further information about this post please contact: Dr Mary Rogan at mary.rogan@dit.ie

For queries regarding the application process, please contact Sarah Meredith at 402 3448 between 9.30 and 5.00pm, Monday to Friday or email hr@dit.ie

Further Information for Candidates

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.

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.