



**Candidate Brief for the position of:**

# **Research Assistant**

**School of Languages, Law and Social Sciences**

(Fixed-term part-time for 6 months (0.4FTE))

**Dublin Institute of Technology**

Reference (NA/227/16)



# Dublin Institute of Technology

## DIT at a glance

- A history in Dublin city, dating back to 1887
- Dublin Institute of Technology was formed in 1978 and established under legislation in 1992
- Currently 19,000 students – from apprentice to PhD
- 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
- Educating 9% of all higher education students in Ireland
- One of four degree-awarding bodies in Ireland
- 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 by THES and QS
- 4000+ graduates each year
- Active in civic and industry engagement
- Annual budget circa €170M

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

## **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 have commenced the next stage of our development with the first phase of relocation of activities to our new integrated, state-of-the-art campus at Grangegorman, in Dublin's city centre. In addition, through the convergence of DIT with its partners, Institute of Technology, Blanchardstown (ITB) and Institute of Technology, Tallaght (ITT), plans are well underway to create one of the first Technological Universities in Ireland. The Technological University for Dublin will be a unitary university providing educational opportunities for a diverse base of learners and creating a new style of graduate prepared for fulfilling careers in a rapidly changing knowledge economy.

## **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 and 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

Applications are sought for the position of Research Assistant. The post holder will be required to carry out research including the recording, analysing and writing up the results in the designated area of research.

## Principal Accountabilities

The key responsibilities of the job include:

- Contribute to the research design and field studies in relation to the project.
- Carry out field work in consultation with the Principal Investigator and Project Coordinator.
- Record, analyse and write up the results of the field studies.
- Prepare and present findings of research activity to colleagues for review purposes.
- Help prepare progress reports on research for funding bodies as required.
- Contribute to the preparation and drafting of research bids and proposals.
- Contribute to the overall activities of the research team and department as required.
- Work under supervision on an assigned research task.
- Be responsible for ensuring that equipment is safe and maintained in working order.
- Carry out any other duties within the scope, spirit and purpose of the job as requested by the line manager.
- Actively comply with all DIT policies and regulations, including those in relation to Research Ethics and Health and Safety.

# Person Specification

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

## *Knowledge*

- An Honours Degree from an approved degree awarding institution or equivalent in an appropriate discipline (**essential**)
- Evidence of familiarity with the subject matter and willingness to be/remain contemporaneous with the subject matter
- Working knowledge of research techniques.

## *Experience*

- Evidence of ability to analyse and write up data.

## *Skills, talents & abilities*

- Commitment to high quality research
- Project administration skills.
- Effective written and verbal communication and knowledge transfer skills with ability to present complex information effectively to a range of audiences
- Excellent report writing skills
- Good interpersonal skills and ability to work within a team

# 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 Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

## *Tenure*

This post is offered on a fixed term basis for 6 months. The post will run from the date of commencement of employment until the end of fixed term.

## *Location:*

This post is currently located in DIT, Grangegorman, Dublin 7, although you may be re-assigned to another College or Centre in the future, at the discretion of the Institute.

In September 2018, the Cathal Brugha Street Campus, the Kevin Street Campus and part of the Rathmines Campus will transfer to the Campus in Grangegorman.

Through legislation to be published shortly, 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 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*

This post will be remunerated at point (01) of the Research Assistant Salary Scale i.e.€21,850 (pro-rata per annum) or€19,665 (pro-rata per annum) (Revised Salary Scale for new entrants)

Remuneration may be adjusted from time to time in line with Government pay policy.

## *Hours of work*

Full time working hours are 39 a week. This post is a part time post for 15.6 hours a week. This can be reviewed by collective agreement, with the Minister for Education & Skills. Having regard to the nature of the work, attendance outside these hours may be required from time to time.

## *Probation*

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

## *Annual leave*

Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave for this post is currently 22 days per

annum (full time equivalent) inclusive of any compulsory leave days as determined by the Institute. Annual Leave will be applied on a pro-rata basis for contracts of less than 1 year's duration.

### ***Pension***

The appointee will have no entitlement to join the Institute's occupational pension scheme/s. However, a PRSA (Personal Retirement Savings Accounts) scheme is in place; a PRSA is a contract between an individual and the authorised PRSA provider in the form of an investment account which may be used to save for the individual's retirement. The Institute has appointed Cornmarket Financial Services as PRSA provider and they currently offer the Eagle Star/Zurich PRSA. For further information, please contact our Pensions Section via e-mail at [pensions@dit.ie](mailto:pensions@dit.ie).

### ***Sick Leave***

Up to 7 single days' per two years uncertified sick leave plus a maximum of 14 days certified sick leave per annum pro rata may be granted. Pro rata sick leave entitlements will apply to contracts of less than one year's duration. Payments in respect of sick leave will be adjusted by reference to any disability benefit received from the Department of Social Protection.

Sick Leave will be in accordance with the arrangements authorised by the Minister for Education and Skills from time to time.

### ***Nature of the post***

This is a fixed term post for 6 months. This post is subject to the terms and provisions of the Dublin Institute of Technology Act, 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

### ***Fee waiver policy***

The successful candidate will be eligible to avail of the Institute's fee waiver policy should they wish to pursue a PhD within the Institute on a part time basis during the course of the work being carried out on this project.

### ***External Funding***

This contract post is a fully "externally funded post" as envisaged by the Employment Control Framework for Higher Education Sector' published by the Higher Education Authority pursuant to the Moratorium on Recruitment and Promotions in the Public Service as currently implemented by the Government. It is a condition of this contract that if such external funding ceases or if the Institute is obliged to terminate the post for other reasons outside of its control (such as State policy), a redundancy will arise in respect of this position.

# Application Process

## *Application Form*

Applications will be accepted through the online application service at <https://recruit.dit.ie>. A CV will be required in addition to the application form along with a one-page sample of your best technical writing. 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 Friday 2<sup>nd</sup> September 2016**. Late applications will not be accepted.

## *Contact information*

For further information about this post please contact: Dr Matt Bowden at 01 402 4230 or [matt.bowden@dit.ie](mailto:matt.bowden@dit.ie)

For queries regarding the application process, please contact Marina Murtagh, at 01 4023389 between 9.30 and 5.00pm, Monday to Friday or email [marina.murtagh@dit.ie](mailto:marina.murtagh@dit.ie)

## *Further Information for Candidates*

- Canvassing will automatically disqualify.
- Late applications will not be accepted.
- Candidates will be shortlisted based on the information contained in the application
- 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 committed to employment policies, procedures and practices that do not discriminate on gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the Traveller 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 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.

*DIT acknowledges the support of the European Regional Development Fund in supporting research and research training initiatives.*