



# Oide

Tacú leis an bhFoghlaim  
Ghairmiúil i measc Ceannairí  
Scoile agus Múinteoirí

Supporting the Professional  
Learning of School Leaders  
and Teachers

## Project Officer for Digital Content/Scoilnet

(permanent)

**Oide (Technology in Education)**

**Job Description and General Notes**

### Introduction

Oide is a new support service for teachers and school leaders, funded by the Department of Education, formed from the integration of four existing support services and launched on September 1, 2023. It is a cross-sectoral support service under the remit of the Teacher Education Section (TE) of the Department of Education (DE), which offers professional development support to primary and post-primary teachers and school leaders.

Oide Technology in Education (TiE), formerly PDST Technology in Education is part of Oide, and its offices are based in the DCU ALPHA campus in Glasnevin, Dublin, D11 KXN4. It promotes and supports the integration of digital technologies in teaching, learning and assessment in primary and post-primary schools. Oide TiE is managed by Dublin West Education Centre.

Scoilnet ([www.scoilnet.ie](http://www.scoilnet.ie)) is the Department of Education's official resource portal for Irish education. Originally launched in 1998, the website is managed by TiE on behalf of the DE. Scoilnet collaborates with practising teachers to maintain and manage the content on the website.

Scoilnet is both a *repository* and *referatory* of 24,000+ resources aligned with the Primary and Post-Primary curricula. In the past eight years, it has expanded its functionality to allow registered users to upload and share their own resources. This is in line with international trends and the fact that Irish teachers are looking for online spaces to share resources peer-to-peer. For further information on Scoilnet see <https://www.scoilnet.ie/scoilnet/about-us/>

### Job Description

Reporting to the National Co-ordinator, the Project Officer will be expected to provide administrative support on key initiatives of the Digital Strategy for Schools. This includes pedagogical, research or technical support, as well as project management and communication support.

**Main Responsibilities and Duties will include:**

- Contributing to the ongoing development and maintenance of Scoilnet content, with particular emphasis on the content for the post-primary level. The role includes project managing subject editors, coordinating the work of temporary contractors when the need arises to support different sections of the site and collaborating with other agencies and organisations to generate curriculum and other material for the Scoilnet and associated digital content websites.
- Editing resources and writing content for Scoilnet and associated websites.
- Promoting the use of Scoilnet and associated websites through regular communications to schools, projects, media, and conferences.
- Representing Scoilnet/Oide TiE on external committees, including national and European networks, as the need arises.
- Representing Scoilnet at conferences and teacher professional network meetings and seminars.
- Contributing to Oide TiE strategic work plans in line with the Digital Strategy for Schools, with reference to actions regarding the use of digital content in schools.
- Providing administrative support to the National Co-ordinator with responsibility for the initiative.
- Implementing monitoring and evaluation processes at an operational level.

The project officer will carry out any other duties as may be defined by their National Co-ordinator and/or Divisional Director for Digital Technologies in consultation with the post holder.

## **PERSON SPECIFICATION**

Applicants should have the following qualifications, experience, and competencies:

**Required**

- A relevant third-level qualification (at least level 7)
- Teaching experience at post-primary level

- Demonstrable understanding of the Irish Educational system.
- Knowledge of digital technologies and or/experience in the use of digital content relevant to post-primary education.
- Demonstrable experience and skills in project management and ability to work to and produce key deliverables within specified deadlines.
- Strong presentation, communication, facilitation, and interpersonal skills
- Excellent writing, proof-reading, editing and administrative skills.
- Demonstrable experience in working effectively within a team environment and on a proactive and self-starting basis.
- Flexibility to meet the needs of the organisation, including a willingness to travel for work and/or approved work-related events and a willingness to work additional hours outside of core hours as may be required on occasion.

### **Desirable / Advantageous**

It would be particularly advantageous for candidates for this post to have:

- Experience working on digital content projects - especially digital content projects for education.
- Experience in the development of online educational resources.
- Experience using graphic design software.
- Experience with STEM subjects or MFL.
- Experience using content management systems for websites.
- A level of competency in and ability to work through the Irish language.

Although it would be advantageous for an applicant to have the above skills/experience, these will be used as guidelines only and considered in terms of overall suitability for the role. Proficiency in the above will not automatically rank an applicant as more suitable for the role.

*NOTE: Qualifications/eligibility may not be verified by Oide/ TiE until the final stage of the process. Therefore, those applicants who do not possess the eligibility requirements, and proceed with their application, are putting themselves to unnecessary effort/expense and will not be offered a position from this campaign, or if they have such an offer can be revoked. An invitation to interview or any element of the selection process is not an acceptance of eligibility.*

### **Other Eligibility Criteria**

**Citizenship Requirement:**

Applicants should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein, and Norway.

**Incentivised Scheme for Early Retirement (ISER):**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

**Department of Health and Children Circular (7/2010):**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

**Collective Agreement: Redundancy Payments to Public Servants:**

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

**Declaration:**

Applicants will be required to declare whether they have previously availed of a Public Service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## **Principal Terms and Conditions**

### **Tenure**

The appointment is to an established post in the Public Service and is subject to the Public Service Management (Recruitment and Appointments) Act 2004 and any other Act for the time being in force relating to the Public Service. The successful candidate will be required to serve a 12-month probationary period.

### **Location**

The successful candidate will be employed by Dublin West Education Centre and based in the Oide-TiE Education offices in the DCU ALPHA / Talent Garden, Glasnevin, Dublin 9. Oide TiE currently operates a hybrid working scenario where employees must work at least two days per week from the office. This may change with the needs of the organisation.

### **Salary**

The Standard Salary Scale (rates effective from 1 March 2023) for the position will apply and are as follows:

Personal Pension Contribution (PPC)

€58,442 €60,823, €63,205, €65,586 €67,971

Entry will be at the minimum of the scale, and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Different terms and conditions may apply if you are a currently serving civil or public servant.

Subject to satisfactory performance, increments may be payable in line with current Government Policy.

This rate will apply where the appointee is an existing civil or public servant appointed on or after 6th April 1995 or is newly recruited to the Civil Service and is required to make a personal pension contribution.

### **Annual leave**

Annual Leave entitlement will be 29 working days per year, exclusive of Public Holidays. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is based on a five-day week.

### **Hours of Work**

The normal hours of work will be 37 hours net per week, from 9.00 am until 5.30 pm, Monday to Thursday, and 9.15 am until 5.15 pm on Friday. There is a one-hour unpaid break for lunch to be taken as appropriate. There is currently a hybrid working model in place. However, the successful candidate will be required to be flexible with working hours in order to carry out the duties of the position and to meet the needs of the organisation. The successful candidate may be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the Organisation of Working Time Act 1997. Successful candidates will also be expected to engage in travel, evening and weekend work where necessary.

Candidates should note that hours of attendance may be adjusted from time to time in line with Government policy.

### **Superannuation and Retirement**

The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the Civil/Public Service, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Key provisions attaching to membership of the Single Scheme are as follows:

#### **a. Pensionable Age**

The minimum age at which pension is payable is 66 (although subject to revision) in line with State Pension age changes.

#### **b. Retirement Age**

Scheme members must retire at the age of 70.

#### **c. Pension Abatement**

- If the successful candidate was previously employed in the Civil Service and is in receipt of a pension from the Civil Service, normal abatement rules will apply in accordance with Section 52 of the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

Please note: In applying for this position, you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office will support an application for an abatement waiver in respect of appointments to this position.

- However, if the appointee was previously employed in the Civil or Public Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), the Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular letter LG(P) 06/2013, any of which renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements may, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

- **Department of Education Early Retirement Scheme for Teachers Circular 102/2007**

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e., the added years previously granted will not be taken into account in the calculation of the pension payment).

- **III-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

**d. Prior Public Servants**

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain successful candidates. Full details of the conditions governing whether a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that a **successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.** In this case such a candidate would instead be offered membership of the PDST-TIE (NCTE) scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

**e. Pension Accrual**

A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. **This may have implications for any successful candidate who has acquired pension rights in a previous public service employment.**

**f. Additional Superannuation Contribution**

This appointment is subject to the additional superannuation contribution and for further information in relation to this, please see the following website: <http://www.per.gov.ie/pensions>.

**IMPORTANT NOTICE**

**The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate(s).**

## **Competition Guidelines and General Application Notes**

### **Competition**

- Any offer of appointment will only be made where it is considered that a suitable candidate for the post exists.
- The successful candidate will be appointed as soon as possible.
- Health, sick leave, references, and general work record must be satisfactory.
- The contract will provide for a probationary 12-month period and ongoing performance review.

### **Selection Procedure**



- Applications should be made by submission of a completed application form. This should be submitted in **electronic format to [recruitment.tie@oide.ie](mailto:recruitment.tie@oide.ie) by 4pm, Friday September 29<sup>th</sup>, 2023.** **All enquiries by Friday 22<sup>nd</sup> September 2023 to [recruitment.tie@oide.ie](mailto:recruitment.tie@oide.ie)**

- Late applications will not be considered.

- A selection committee will be established to carry out all aspects of the selection process.

- Applicants should note that shortlisting may apply and will be based on sections 3 and 4 above.

- While an applicant may meet the eligibility requirements of the competition and may indeed exceed same, if the numbers applying for the position are such that it would not be practical to interview everyone, it may be decided that a certain number only will be called to interview. In this respect, there will be a shortlisting process to select a group for interview who, based on an examination of the application forms, appear to be the most suitable for the position. This is not to suggest that other applicants are necessarily unsuitable or incapable of undertaking the job, rather that there are some applicants who are, prima facie, better qualified and/or have more relevant experience. It is therefore in the applicant's own interest to provide a detailed and accurate account of their qualifications/ experience on the application form.

- The admission of a person to a competition, or invitation to attend for interview, is not to be taken as implying that such person fulfils the requirements of the position and/or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration. It is important, therefore for applicants to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before attending for interview.

- Selection of candidates for appointment shall be by means of a competitive interview.

- It is the responsibility of the candidates to make themselves available for interview if invited to attend. Candidates should note that it may not be possible to provide an alternative date.

- Those called for interview will be asked to make a 5-minute presentation to the interview panel focusing on the applicant's vision for the position and the contribution they could make to the development of Scoilnet, Oide TiE and the broader Oide.

- This interview will be competency-based in line with the skills outlined in the person description/Application Form, including part 3 above.

- Following shortlisting and interview, a panel may be formed from which successful candidates may be appointed to other subsequent positions within Oide TiE which may arise during the year. Candidates whose names are on a panel and who satisfy Oide that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may within the life of the panel be appointed as appropriate vacancies arise. The life of the panel will not be

more than one year from the latest date for receipt of applications. Any such placing on a panel will be subject to compliance with requirements as outlined in a letter of offer.

- Canvassing directly or indirectly will disqualify applications.

### **Enquiries**

Prior to recommending any candidate for appointment Dublin West Education Centre will make all such enquiries that are deemed necessary e.g., employer references, to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made.

### **Non-Refund of Expenses**

Any expenses incurred by candidates whilst undertaking or attending any elements of the selection process will not be refunded.

### **Deeming of candidature to be withdrawn**

Candidates who do not attend for interview when and where required, or do not, when requested, furnish such evidence as required regarding any matter relevant to their candidature, will have no further claim to consideration.

### **Appointments from panels**

It is envisaged that a panel(s) of qualified individuals will be established from which vacancies may be filled. Qualification and placement on a panel is not a guarantee of appointment to a position. Please note that once an offer of appointment has been accepted a candidate will no longer remain on the panel.

### **Declining an offer of appointment**

Should the person recommended for appointment decline or having accepted it, relinquish it, Dublin West Education Centre may at its discretion, select and recommend another person for appointment on the results of this selection process.

### **Confidentiality**

Subject to the provisions of the Freedom of Information Act 2014, the Data Protection Acts 1988 and 2003 & 2018 and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by Dublin West Education Centre are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

### **Data Protection Acts 1988 & 2003, 2018**

When your application is received, Dublin West Education Centre creates a record in your name, which contains much of the personal information you have supplied. This personal record is used solely in processing your candidature. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003, 2018.

**scoilnet**



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