



**POST-DOCTORAL RESEARCH FELLOW
AQUABALANCE PROJECT
(24 MONTH FIXED TERM CONTRACT)**

**GENERAL JOB DESCRIPTION
Duties and Terms & Conditions of Employment**

1. PREAMBLE

Mary Immaculate College (MIC) is an autonomous, university-level, Catholic College of Education and the Liberal Arts. Founded in 1898, and linked academically with the University of Limerick, MIC is the oldest higher education institution in Limerick. Significant expansion in recent decades has seen the College's offerings expand across two modern campuses, one based in Limerick City and one in Thurles, Co. Tipperary. The student community consists of more than 5,000 learners, participating in fourteen undergraduate degree programmes and several postgraduate programmes extending to PhD/Doctoral Degree (Level 10). Academic staff engage in a wide range of academic research areas, and research underpins all teaching and learning at MIC.

MIC seeks to prepare its students for professional excellence and to nurture their capacity to lead flourishing lives

2. CANDIDATE PROFILE AND SCOPE OF THE POSITION

Mary Immaculate College wishes to appoint a Post-Doctoral Research Fellow on a full time, 24 months fixed term contract, commencing October 2024.

The Post-Doctoral Research Fellow will work alongside and under the direction of Dr John Morrissey (PI) on the European Sustainable Blue Economy Partnership funded project, 'AQUABALANCE: Balancing economic, environmental, and social sustainability in the European aquaculture industry'.

The AQUABALANCE project will investigate environment, economic and social aspects of sustainability of the aquaculture industry, seeking to identify how current approaches might be transitioned to low-carbon, socially just and economically efficient alternatives.

AQUABALANCE will identify barriers and drivers for ongoing transition processes, investigate dilemmas associated with rebalancing the economic, environmental, and social dimensions, analyse how the aquaculture industry can ensure legitimacy, and explore the role of policy for these transition processes. The project follows a pan-European perspective by focusing on different geographical locations and regions (North Sea, Mediterranean Sea, Atlantic Ocean), and maps existing and promising solutions boosting the sustainability and viability of the aquaculture industry. Specifically, based on a mix of qualitative and quantitative methods, it will create new knowledge about how the European aquaculture industry can develop onwards in ways that are not environmentally harmful, and contribute to value creation and value capture both locally, nationally, and internationally.

The Post-Doctoral Research Fellow will contribute centrally to the extensive generation of novel primary data, through 12 qualitative case studies in different European regions based on interviews with both representatives of aquaculture firms and other local stakeholders (politicians, authorities, and representatives of civic society). The Post-Doctoral Fellow will also be expected to facilitate stakeholder workshops to identify and mould theoretical solutions into viable technical, organisational and policy-ready solutions, in a participatory dialogue between workshop attendees.

The appointee will have excellent interpersonal skills, strong organisational skills, will be self-reliant and will show initiative in the furtherance of this research project. The successful candidate will have access to project funds for research and conference travel and will assist in actively disseminating AQUABALANCE findings, outcomes and outputs via publications, conferences, workshops and seminars.

Essential Qualifications, Experience & Skills: (i.e. those without which an appointee would not be able to conduct this role)

In order to be considered for this post, applicants **must** have:

- 1) A doctoral level degree
- 2) Publications in internationally recognised journals within the discipline of geography and/or cognate fields;
- 3) A high level of expertise in qualitative data analysis and synthesis;
- 4) A thorough knowledge of mixed-methods research methodologies and techniques (including survey design and administration, interviewing and facilitating workshops);
- 5) Capacity and motivation to work independently, including work with diverse groups in a variety of fieldwork sites;
- 6) Ability to take an active role in managing the workflow of the project, including working closely with other researchers in other partner institutions in Europe, and in an interdisciplinary research context;
- 7) Excellent communication, networking and interpersonal skills;
- 8) Excellent organisational, prioritisation and time management skills;

In addition, it is desirable that applicants will have:

- 1) Expertise in the use of NVivo software.

2. JOB DESCRIPTION

The appointee is required to carry out the duties attached to the post under the primary direction of the Principal Investigator, Dr John Morrissey to whom they will report and to whom they will be responsible for the performance of these duties in the first instance. The Post-Doctoral Research Fellow will be located within the MIC Research & Graduate School.

The appointee will also have a reporting relationship to the Vice President for Research, the College President and/or such other College Officers as may be designated from time to time. In the case of there being a crossover in terms of the duties and responsibilities of other post holders within the College, the College President will adjudicate on same.

The reporting relationship may be subject to review from time to time, in line with service needs and developments in the College.

Duties and Responsibilities

The duties of the post will include the following:

The Post-Doctoral Research Fellow will carry out the following functions and duties:

- Assist the Principal Investigator with all aspects of the AQUABALANCE project as required;
- Assist with the generation, and collection of data as directed by the PI;
- Liaise with project partners, stakeholders, The Marine Institute, official agencies and NGOs;
- Organise AQUABALANCE events, meetings and conferences;
- Represent MIC at AQUABALANCE events, meetings and conferences;
- Undertake comprehensive analysis of the project data as directed by the PI;
- Manage the web presence of the project;
- Assist the PI in disseminating AQUABALANCE findings, outcomes and outputs through publications, conferences, workshops and seminars

The list of duties and responsibilities as detailed is not exhaustive. The performance of the entire range of duties is not necessarily confined to any one individual, as the work requires that staff function in a flexible manner, and work together as a team. The College retains the right to assign new duties and/or to re-assign staff to other areas of the College, in response to service needs.

4. TERMS AND CONDITIONS OF EMPLOYMENT

General

All persons employed will sign an appropriate contract, which will contain terms and conditions of the employment. A job description is given to all applicants for employment and this will form part of the contract documentation.

Place of Work

The appointee's place of work will be Mary Immaculate College, Limerick. The College reserves the right to require the appointee to work from any other location. It is a requirement of the College that the appointee must reside within a reasonable distance of the College.

Exclusivity of Service and Outside Work

The person appointed will be required to devote his/her full-time attention and abilities to his/her duties during his/her working hours in the College and to act in the best interest of the College at all times. Therefore, for as long as the successful applicant is working in the College, he/she may not, without the prior written consent of the College, be actively engaged or concerned in any way, either directly or indirectly, in any other business or undertaking where this is or is likely to be in conflict with the College's interests or the performance of the employee's duties.

Apart from the duties mentioned above, the occasional giving of lectures elsewhere, the writing of books and occasional literary materials, the appointee will not, during his/her tenure of office, undertake paid outside work unless he/she has received the permission of Vice President Academic Affairs (VPAA) to undertake such work on the terms and conditions as agreed for the particular undertaking in question. In every case, it is the duty of the appointee to seek in writing the prior permission of VPAA. It is also the duty, in every case, of the appointee to inform the person or body for whom the work is being undertaken, that the work is being conducted in a private capacity and that the College cannot in any circumstances be responsible for such work.

Probationary Period

The appointment is subject to satisfactory completion of the standard 6-month probationary period. The probationary period may be extended at the discretion of the College but will not in any case exceed 11 months. Absences during the period of probation will extend the probationary period. Performance and conduct during the probationary period will be monitored through a process of assessment meetings. Termination of employment during the probationary period, for any reason or no reason, will be at the discretion of the College. The disciplinary procedure will not apply to a dismissal during probation where the probationary employee has been employed by MIC for less than 12 months.

Hours of Attendance

The normal working week is 39 hours per week or 7.8 hours per day, Monday to Friday. The appointee is expected to be habitually present and available to staff and students alike during normal College hours, Monday to Friday. The appointee may be required to work occasional evenings and weekends. Academic staff members are required to supply students with an MIC e-mail address, at which they can be contacted. They must also provide the College Authorities with a telephone number at which he/she may be contacted during non-semester times. However, under no circumstances will contact telephone numbers be given to students by College Authorities.

Salary

The Salary scale for this position has been approved by Science Foundation Ireland in line with Government Policy on Public Sector remuneration. The appointment will be made on the salary scale at a point in line with current Government Pay Policy. In keeping with all other branches of the Civil and Public Service, individual bargaining for salary increases is not allowed. New entrants to the Civil or Public Sector, as defined in Circular 18/2010, will commence on the first point of the salary scale.

With effect from 1st January 2024 the annual salary scale for Post-Doctoral Researcher (Level 2a) is:

€43,907; €44,496; €46,447; €47,694; €48,979; €50,302 (6 points)

Starting salary will be determined commensurate with the appointee's relevant experience, subject to a maximum of the 2nd point of the scale.

Increments are awarded in line with national pay agreements.

Salary will be paid on a monthly basis on the 25th of each month, or the previous Friday if 25th falls on a weekend, using the Paypath facility. Payment of salaries and wages are subject to statutory deductions, i.e. Income Tax (PAYE), Superannuation Contributions, Pay Related Social Insurance (PRSI) and Universal Social Charge (USC)

Superannuation

New entrants appointed will be required to participate in the Single Public Service Pension Scheme and pay Superannuation contributions at the appropriate rates in accordance with the provisions of the Public Service Pensions (Single Scheme and Other Provisions) Act, 2012. Details of this scheme can be obtained from the College's website.

All other eligible appointees are automatically included in the Colleges' of Education Pension Scheme on taking up appointment. In compliance with the Colleges of Education Pension Scheme, deductions amounting to 6.5% are made from salary. Details of the regulations concerning the Colleges' of Education Pension Scheme may be obtained from the College's Human Resources Office.

The appointee will be required to pay Additional Superannuation Contribution (ASC) under the provisions of the Public Service and Pensions Act 2017.

Annual Leave

In addition to Public Holidays, a minimum of 20 working days will be allowed per annum. Annual leave should be taken when students are off campus and the taking of leave must have the prior approval of the relevant Line Manager.

Public Holidays are granted in accordance with the provisions of the Organisation of Working Time Act, 1997.

Sick Leave

Employees who have a minimum 3 months continuous employment with the College may be granted sick pay subject to the terms of the Public Service Sick Leave Scheme. Sick pay is contingent on full cooperation and compliance with the Colleges absence management procedures.

Termination of Employment

At least two calendar months written notice is required to resign this post.

On the termination of employment but before departing from the College, staff members are required to return to the College all books, reports, memoranda, correspondence, papers, records, reports, files including data held on electronic files, computer disks, electronically recorded discs, and any other documentation, and all other property, including office keys, belonging to the College or relating to its business or affairs which are in the possession of a staff member or under his/her control when the employment is terminated.

Confidentiality

In the course of working in Mary Immaculate College, the person appointed may have access to or hear information concerning staff and/or students and/or the functioning and the business of the College. Such information acquired in the course of employment with the College, including any aspect of the College's responsibilities or operations, is considered to be confidential information. On no account must information concerning students, staff or other College business be divulged or discussed except in the performance of normal duties and, unless authorised to do so, this information shall not be communicated to a third party. In addition records must never be left in a manner that unauthorised persons can obtain access to them and must be kept in safe custody when no longer required.

Health & Safety

Mary Immaculate College attaches the highest regard to the safety, health and welfare of its employees. It is the duty of each employee to take reasonable care to protect the health and safety of themselves and of other people in the workplace. Each employee must comply with all health and

safety policies and procedures in operation in Mary Immaculate College and familiarise themselves with the Safety Statement.

Employees are obliged to wear any PPE (Personal Protective Equipment) that they may be provided with and no person shall intentionally or recklessly interfere with or misuse any appliance, protective clothing or other equipment provided in the workplace for health and safety purposes. Employees are statutorily/legally obliged to ensure that any accidents/incidents which may occur are reported promptly to the Health and Safety Officer on the MIC Accident/Incident Report Form.

College Policies, Rules and Regulations

The College is a Public Sector employer and is bound by National Agreements. It is also bound by regulations, circulars and directives issued on behalf of Government by the Department of Finance, the Department of Education, the Department of Further and Higher Education, Research, Innovation and Science and the Higher Education Authority.

Employees are at all times subject to the provisions of the Code of Conduct for Staff, College policies, rules and regulations. These policies include but are not confined to Disciplinary & Grievance Policies, Dignity at Work, Examination Rules & Regulations, Policy on Responsible Computing and Use of Information Technology Facilities. All policies are outlined on the College's Staff Portal for College employees. All employees are required to familiarise themselves with the contents of Policies and Procedures, on the College's Staff Portal.

4. APPLICATION AND SELECTION PROCESS

Method of Selection for Recommendation

Shortlisting

An expert group will convene to conduct shortlisting of applicants, measured against pre-determined criteria.

The criteria that will be used to shortlist candidates for this appointment are:

- a) A doctoral level degree;
- b) Publications in internationally recognised journals within the discipline of geography and/or cognate fields;
- c) A high level of expertise in qualitative data analysis and synthesis;
- d) A thorough knowledge of mixed-methods research methodologies and techniques (including survey design and administration, interviewing and facilitating workshops);
- e) Capacity and motivation to work independently, including work with diverse groups in a variety of fieldwork sites;
- f) Ability to take an active role in managing the workflow of the project, including working closely with other researchers in other partner institutions in Europe, and in an interdisciplinary research context;

Normally the number of applications received for a position exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone,

the College may decide that a limited number will be called to interview. This is not to suggest that other candidates are necessarily unsuitable to undertake the job, rather that there are some candidates, based on their application, appear to be better qualified and/or have more relevant experience. It is incumbent, therefore upon the applicant, to ensure that all relevant information is included in their application and that they clearly identify how they meet the specified candidate criteria.

Candidates must produce satisfactory documentary evidence of all training and experience claimed by them, if required.

Interview

A recommendation for appointment will be made by an Interview Board. The appointment will be based on this recommendation, except where considerations of health or an unsuitable record in previous employment warrants a departure. A panel will be formed from which appointments to the position of **Post-Doctoral Research Fellow AQUABALANCE Project** may be filled during the life of the panel (12 months).

Medical Examination

For the purpose of satisfying requirements as to health, successful candidates, before being appointed, will be required to undergo pre-employment health screening.

Garda Vetting

Successful applicants may be required to participate in Garda vetting. Specific instruction on this process will be given at the appropriate time. Applicants who do not comply with the College's requirements in this regard will be excluded from consideration for appointment. Applicants who have resided outside Ireland for a cumulative period of 36 months or more over the age of 18 years must furnish a Foreign Police Clearance (FPC) from the country or countries of residence. Please note; any costs incurred in this process will be borne by the applicant.

Applicants Outside European Economic Area (EEA)

Mary Immaculate College welcomes applications from candidates outside the EEA, however such applicants should familiarise themselves with relevant Government policy before making an application. Further information from the Department of Enterprise, Trade and Employment is available here: [Economic migration policy - DETE \(enterprise.gov.ie\)](https://www.enterprise.gov.ie/en/economic-migration-policy)

Making of Applications

Applications must be submitted on an official application form in typed format. Handwritten or incomplete applications will not be accepted. Application forms for this post may be downloaded from the Mary Immaculate College website. www.mic.ul.ie/about-mic/vacancies. Applications must be submitted by e- mail to recruitment@mic.ul.ie with the subject title **Post-Doctoral Research Fellow – Aquabalance Project** no later than:

2pm on Wednesday, 8th May 2024

Applications will be acknowledged within 2 working days of submission. Please be sure to check Spam and Junk folders as it may be redirected here by your account preferences. If you do not

receive an acknowledgement within 2 working days of submitting your application please contact the HR Office by emailing hr@mic.ul.ie

Late applications **cannot** be accepted.

The College will not be responsible for any expenses, including travelling expenses, which candidates may incur in connection with their candidature.

Canvassing will disqualify. Any attempt by a candidate either personally or through any other person, on their behalf, to canvass or otherwise influence the outcome of the selection/interview process in his/her favour will lead to disqualification from the competition. Any representations made on behalf of a candidate, without their knowledge will be ignored.

Mary Immaculate College is an equal opportunities employer. Mary Immaculate College holds an Athena SWAN Bronze Institution award in recognition of our commitment to advancing equality and opportunity for all in higher education.

April 2024