



Trinity College Dublin

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

Post Specification (Comp: 032498)

Post Title:	Irish Language Officer
Post Status:	5 year Fixed Term Contract
Department/Faculty:	Secretary's Office Trinity College Dublin, the University of Dublin
Location:	Main College Campus Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Solicitor to the College
Salary:	Appointment will be made on the Administrative Officer 3 salary scale at a point in line with Government Pay Policy
Hours of Work:	37 Hours per Week
Closing Date:	12 Noon GMT on Wednesday, 20 th September 2017

Post Summary

In order to ensure compliance with both the Official Languages Act, 2003 and the Universities Act, 1997, and to promote the Irish language and culture in the College in accordance with the College's strategic objectives, TCD seeks to appoint an Irish Language Officer.

The successful candidate will be responsible for the promotion of the Irish language in the College and will administer the College's on campus and off campus Irish language student residential schemes.

The appointee will be responsible for advising University authorities and staff in relation to compliance with the provisions of the Official Languages Act, 2003 and the College's Third Irish Language Scheme and ensuring compliance with College's Irish Language Policy.

Fluency in both the Irish and English languages, and a high level of competency in written Irish are essential.

Background to the Post

The Official Languages Act, 2003 imposes obligations on the University to provide services in Irish and English further to regulations introduced by the Minister for Arts, Heritage and the Gaeltacht, and the College's Third Language Scheme (2017 - 2020).

In addition to this, under the College Strategic Plan 2014-2019 Trinity is committed to the Irish language as a central aspect of college life and as a valued element of college diversity, and will continue to support the use and promotion of the Irish language, and to improve Irish language services. The Plan commits Trinity to Implementing the Official Languages Act 2003, and our own Irish language schemes, as well as increasing the number of public Irish-language events hosted on campus, and raising awareness of Trinity's Irish-language services and events. Trinity is also committed to facilitating Irish-language training for staff in the university, increasing the numbers of staff obtaining a European Certificate in Irish qualification, and developing creative partnerships with Irish language organizations.

Trinity College Dublin's Irish Language Policy was approved by Board in January 2016.

The College Secretary is Head of Area. The Irish Language Officer reports to the Solicitor to the College as Line Manager in relation to administrative work, and to Coiste na Gaeilge in relation to other aspects of the work connected with this post.

Standard duties of the Post

- Promoting the Irish language with the aim of ensuring that it is at the centre of Trinity life
- Coordinating the provision of an Irish language translation service for College staff
- Developing plans in consultation with relevant areas in the University to ensure that Trinity is complying with the obligations of the Official Languages Act, 2003, the associated regulations, and the University's Language Scheme
- Monitoring Trinity's compliance with the Act, the regulations, and any language scheme approved
- Monitoring effective implementation of Trinity's Irish Language Policy
- Acting as Secretary to Coiste na Gaeilge and preparing minutes in bilingual format for Board
- Preparing activity and financial reports as required
- Assisting areas in College in relation to the provision of bilingual services as appropriate
- Maintaining mutually beneficial relations with the student society An Cumann Gaelach and with the TCD Students' Union for the purpose of promoting Irish language and culture in College
- Managing the Irish language student residency schemes on campus and at Trinity Hall, Dartry
- Managing systems (such as student wardenship) for the effective operation of Seomra na Gaeilge on campus

- Organising of Irish language promotional events for the College community, and outreach to the wider community where appropriateorganising of Irish language courses for students and staff, and short supplemental training courses as appropriate
- Liaising with media (especially Irish language media) in relation to the Officer's area of work
- Maintaining and developing of the website of the Irish Language Officer and its associated social media channels (Facebook, Twitter, etc)
- Liaising with the Office of Language Commissioner and with the Department of Arts, Heritage and the Gaeltacht, as necessary.

Other Duties

Other duties and tasks will be assigned to the Officer as appropriate by the Secretary to the College. The Officer will also be required to provide cover for other members of the team as appropriate and will be asked to contribute to other projects or to take on additional tasks at busy times.

Person Specification

Qualifications

Essential qualifications

- Third level qualification in Irish, or equivalent experience
- Fluent spoken Irish and English
- Excellent written Irish
- Wide knowledge of the Official Languages Act, 2003
- Proven skills in project management

- Excellent level of knowledge of Microsoft Office applications
- Excellent interpersonal, organisational and communication skills
- Ability to work on one's own initiative.

Knowledge & Experience (Essential & Desirable)

Desirable qualifications

- Relevant work experience in the public service or third level setting
- Work experience in relation to legal compliance
- Experience in event management
- ECDL qualification, or equivalent, including content management for website and social media

Area Summary

The Office of Secretary to the College is a central administrative Office. The Office of Secretary supplies administrative support to Board and Council in the University, ensures compliance with statutory obligations and processes all aspects of law connected with Trinity.

The Office provides administrative support to the College Registrar in connection with his or her duties. The following functions are an integral part of the Office of Secretary: the Information Compliance Office; the College Art Collections; the Equality Office; and the Irish Language Office; and the Office works closely with Trinity Public Affairs and Communications

Coiste na Gaeilge is a subcommittee of the Board, and oversees the work programme of the Irish Language Officer. The College Secretary, staff from

administrative and academic areas, and representatives of the Students' Union and An Cumann Gaelach are members of Coiste na Gaeilge.

Further Information for Candidates

URL Link to Area	www.tcd.ie
URL Link to Human Resources	https://www.tcd.ie/hr/

Trinity College Dublin, the University of Dublin

Founded in 1592, Trinity is at the nexus of tradition and innovation, offering undergraduate and postgraduate programmes across 24 schools and three faculties: arts, humanities, and social sciences; engineering, maths and science; and health sciences. Spread across 47 acres in Dublin's city centre, Trinity's 17,000-strong student body comes from all 32 counties of Ireland, and 16% of students come from outside the country. Of those, 40% are from outside the European Union, making Trinity's campus cosmopolitan and bustling, with a focus on diversity.

As Ireland's leading university, the pursuit of academic excellence through research and scholarship is at the heart of the Trinity education. Trinity is known for intellectual rigour, excellence, interdisciplinarity, and research-led teaching. Home to Nobel prize-winners such as scientist Ernest Walton and writer Samuel Beckett, Trinity draws visitors from across the world to its historic campus each year, including to the Book of Kells and Science Gallery which capture the university's connection to both old and new.

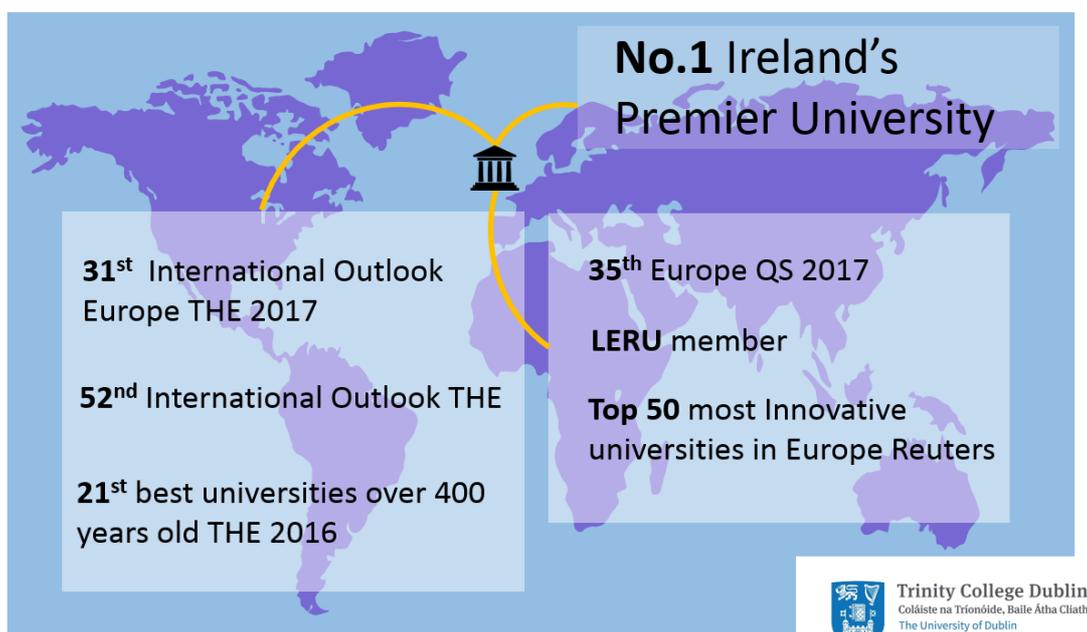
Trinity accounts for one-fifth of all spin-out companies from Irish higher education institutions, helping to turn Ireland into an innovation-intensive, high-productivity economy. That culture of innovation and entrepreneurship is a defining characteristic of our campus as we help shape the next generation of job creators.

Ireland's first purpose-built nanoscience research institute, CRANN, houses 150 scientists, technicians and graduate students in specialised laboratory facilities. Meanwhile, the state-of-the-art Biomedical Sciences Institute is carrying out breakthrough research in areas such as immunology, cancer and medical devices.

The Old Library, which houses the Long Room in Trinity, is the largest research library in Ireland, with a collection of six million printed items, 500,000 maps, 80,000 electronic journals, and 350,000 electronic books. Some of the world's most famous scholars are graduates of Trinity, including writer Jonathan Swift, dramatist Oscar Wilde, philosopher George Berkeley, and political philosopher, and political theorist Edmund Burke. Three Trinity graduates have become Presidents of Ireland - Douglas Hyde, Mary Robinson and Mary McAleese.

Ranking Facts

Trinity College Dublin is the top ranked university in Ireland. Using the QS methodology we are ranked 98th in the world and using the Times Higher Education World University Rankings methodology we are 131st in the world.



World University Rankings Update (April 2017)

Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 98th in the World, and 35th in Europe, in the 2016/2017 QS World University Ranking across all indicators.
- Trinity is ranked in the Top 100 for Graduate Employability in the QS 2017 Rankings.

- Trinity is in the Top 50 most innovative universities in Europe according to Reuters. ¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis. ²

¹ <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

² <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 20% internationally by QS for citations.

In the QS World University Rankings:

- Trinity College Dublin featured in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject in 2015. Of these, Trinity ranked in the top 100 in the world in 14 subjects and in the top 50 in the world in 6 subjects: English Language and Literature; Nursing; Politics and International Studies; History; Biological Sciences; and Modern Languages.
- In three out of the last four years, Trinity has been consistently ranked in the Top 50 worldwide for the following areas: English Language and Literature; Nursing; Modern Languages; and Politics and International Studies.
- In the QS Faculty rankings, Trinity has been consistently ranked in the Top 100 globally for Arts and Humanities over the last four years.

The Selection Process in Trinity

- The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area.
- Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.
- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.
- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.
- In some instances the Selection Committee **may** avail of telephone or video conferencing.
- The University's selection methods may consist of any or all of the following:
 - Interviews
 - Presentations
 - Psychometric Testing
 - References

- Situational Exercises

- It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals.

- Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

- Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations <https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity College is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race,

religious belief, sexual orientation or membership of the travelling community.

On that basis we encourage and welcome talented people from all backgrounds to join our staff community.

Trinity College's Diversity Statement can be viewed in full at

<https://www.tcd.ie/diversity-inclusion/diversity-statement>

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

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.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Candidates should submit a full curriculum vitae to include the names and contact details of 3 referees (email addresses if possible) together with a cover letter (1x A4 page) that specifically address the application procedure set out above [by e-](#)

[Recruitment:](#)

APPLICATIONS WILL ONLY BE ACCEPTED BY [E-RECRUITMENT](#)

If you have any query regarding this, please contact:

Claire Murray, Recruitment Partner, Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

Tel: +353 1 896 1118

Email: murrac30@tcd.ie

