<table>
<thead>
<tr>
<th>1.</th>
<th>Job Title</th>
<th>Head of School of Business &amp; Social Sciences</th>
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<tbody>
<tr>
<td>2.</td>
<td>Reference</td>
<td>ITS0217</td>
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<td>3.</td>
<td>Closing Date</td>
<td>20(^{th}) March at 12 noon</td>
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<td>4.</td>
<td>Grade</td>
<td>SLIII</td>
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<td>5.</td>
<td>Nature of Contract</td>
<td>This position may be offered on a permanent basis to a suitable candidate. Candidates should note that panels may be formed from which future vacancies may be filled.</td>
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<td>6.</td>
<td>Working Week</td>
<td>Work a normal working week and such additional hours as may from time to time be reasonably required to meet the requirements of the position.</td>
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<td>7.</td>
<td>Department/Function Area</td>
<td>School of Business &amp; Social Sciences.</td>
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<td>8.</td>
<td>Reports To</td>
<td>The President of IT Sligo.</td>
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</table>
| 9. | Summary Description of Post | The Head of School of Business & Social Sciences position represents an exciting opportunity to lead the School of Business and Social Sciences in a period of significant change, with opportunities to innovate and to influence the future direction of the Institute.

Reporting to the President, the Head of School will be responsible for the leadership and management of the School. The post-holder will be a member of the Executive Committee, which is responsible for developing and overseeing the implementation of the Institute’s strategic plan. The post-holder will be required to provide academic leadership and direction for full time, part time, and online programmes, to provide research leadership and direction of research programmes and, to promote and encourage innovations in academic development and research. Through the Heads of Department the post-holder will be responsible for managing and developing staff and for the efficient and effective management of the School’s financial resources.

The Head of School will represent the Institute externally, promoting and further developing links with industry, educational providers, agencies, professional organisations, government bodies and the community at large. |
## 10. Personal Specification

**Essential**
- Hold a relevant post graduate qualification at Level 9 within the National Qualifications Framework, or equivalent
- At least 5 years relevant post graduate experience including leading and managing teams and related budgets
- Experience in leading, developing and managing cross functional teams
- Experience of developing and successfully implementing strategic plans
- Resource management experience
- Experience of successfully leading and implementing change.
- An ability to communicate effectively, orally and in writing with diverse groups and an ability to engage stakeholders.
- Strong negotiating and influencing skills
- An understanding of the issues facing the Higher Education sector in Ireland

**Desirable**
- Hold a relevant qualification at Doctoral level (Level 10) within the National Qualifications Framework
- Experience of engagement in and managing a research team
- Proven experience in academic curriculum / programme development and delivery in a related discipline.
- Proven experience in developing and successfully delivering online education delivery in a related discipline
- A track record of achievement in or with the Business or Social Science sector in higher education, Apprenticeship, research, industry or commerce.

Note: Applicants who come under consideration for appointment will be subject to Garda Vetting.

## 11. Duties

The appointee shall devote the whole of his/her time and attention during business hours to the discharge of his/her duties as Head of School of Business and Social Sciences and shall carry out such duties as are assigned to him/her by the President from time to time including but not limited to:

- Being responsible for the management of the School of Business and Social Sciences and in doing so to:
  - Provide Academic Leadership and direction
  - To ensure the effective and efficient management of financial resources and to prepare budgets, annual returns, strategic and operational plans and financial estimates.
  - Ensure the effective management and deployment of staff in the School, including recruitment, performance management and development of staff.
  - Participate as an active member of the Executive Committee, ensuring decisions are effectively communicated and implemented across the School.
  - Promote research, technology and knowledge transfer and regional development through engagement and collaboration with business, industry and the wider community.
  - Be responsible for the discipline of staff and of students and to formulate recommendations thereon and implement disciplinary measures proposed.
  - Submit items and reports from time to time for agenda of meetings of Governing Body, Academic Council and Executive Committee.
  - Be responsible for the property and equipment of the Institute for the time being in his/her charge.
  - Oversee the overall day-to-day operation of the School, including but not limited to:
    1. Supervise and manage the work of Head of Departments.
    2. Deputising for the President as assigned.
    3. Teach up to 105 hours annually.
**12. Salary**

The salary scale (wef. 1/7/2013) is €77,453 to €98,388.
Appointment to the scale will be in line with Government Policy and new entrants to the public sector must be appointed at the first point of the scale.

**13. Return of Application Forms**

To apply, please forward a completed CV and covering letter (max. 2 pages), outlining your suitability for the role by email to execrecruit@mazars.ie (Quoting the job reference code ITS0217)

**14. Other Relevant Information**

**Background**

The Institute of Technology, Sligo is one of Ireland’s most successful third level educational institutions. Located in the North West of Ireland it is one of the regional leaders in education, innovation and economic and social development. I.T. Sligo delivers flexible contemporary programmes from apprenticeship, through higher certificate and degree level courses to taught postgraduate and research awards using both traditional and online delivery.

The Institute is a focus for local business innovation and development and has an excellent track record in collaborating with enterprises, the community and creative industries across the core disciplines of Business and Social Sciences, Engineering & Design and Environmental and Life Sciences. The Institute has 5,700 students including an annual online/blended learning student population of approximately 2,000. The Institute currently has approximately 550 staff and occupies a modern, well equipped 62 acre site in Sligo Town.

The Strategic Plan for IT Sligo sets out a series of strategic objectives which will ensure that the Institute continues to produce high quality graduates of value in the competitive employment market, conducts applied research that supports Regional economic development and promotes innovation and entrepreneurship. The Institute is in the process of preparing a new Strategic Plan, for completion in Q2 2017, so that it can deliver to the demands on Higher Education over the coming years. In order to deliver this plan, the entire organisational structure will be reviewed and the Head of School of Business and Social Sciences will be central to those discussions. This is an exciting time for the Institute as this restructuring may lead to a change in the distribution of programmes and indeed Departments across Schools and may lead to new titles for the Schools.

**The School of Business and Social Sciences**

The School of Business and Social Sciences currently consists of the three departments of Business, Social Sciences and Marketing, Tourism and Sport, and has 1325 full time and 186 part time students.

The School of Business and Social Sciences is at the forefront of the Institute’s plans, delivering a new Apprenticeship in Insurance Practice, and a range of Certificate, Degree and Postgraduate programmes tailored to meet the needs of business, social services organisations and other employers. Discipline areas range from Business and Sport, Tourism, Event Management, Marketing, Accounting, Finance, Business Administration, Social Science/Work, Early Childhood Care and Education. Many of these programmes are accredited by
relevant Professional Bodies.

IT Sligo is leading the way in the delivery of on-line programmes in Ireland, with the School of Business and Social Sciences building up a portfolio in a number of discrete areas. The provision of these programmes means that students can update and enhance their skills and employability whilst continuing in the workplace.

Past recognition of the excellence of the School and its students include the establishment in 2016 of Ireland’s first honours degree apprenticeship programme in Insurance Practice, best overall performance in national accounting exams, the introduction of a new Bachelor of Business (Honours) in Sport with Business, the awarding of a MA in Leadership and Advocacy in the Early Years and winners of the Microsoft Imagine Cup.

The School has been successful in securing funding from various sources for a number of research and innovation projects, as led out by the CRISP (Centre for Research in the Social professions) Strategic Research Centre.

Examples include:

- HiP European Inter-professional Research Project and Anthology,
- Children and Young People's Services Committee
- The University of Barcelona Erasmus+ Diversity Project
- Mothering and Spatial Practices International research project with Canada.

The School has close links with industry to ensure that graduates have the skills that industry requires. The School also provides research and development supports to industry, including market analysis, business planning and development of national policies in social care and early childhood care. Additionally the School has a record of developing bespoke programmes for specific employer groups including the Irish Prison Service and for the Irish Insurance Industry.

February 2017