



Candidate Brief for the position of:

Assistant Lecturer

in Culinary Arts (Panel)

Dublin Institute of Technology

Reference SCAFT2018



Dublin Institute of Technology

DIT at a glance

- A history in Dublin city, dating back to 1887, in its current form since 1992
- 9% of all higher education students in Ireland
- 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
- One of the national degree-awarding bodies in higher education
- 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
- 4000+ graduates each year
- Active in civic and industry engagement
- Annual budget circa €170M

For further detail, please see our DIT profile.

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 are now preparing for the next phase of our development with the relocation of all DIT activities

to an integrated, state-of-the-art campus in Dublin's city centre, and to the development of the Technological University of Dublin.

School of Culinary Arts & Food Technology

The School of Culinary Arts and Food Technology (SCAFT) has been in existence under different guises for over half a century and has an international reputation for the excellence of its graduates. It is the leading provider of education, training and research for the culinary and food related industries in Ireland. Graduates are working successfully in senior positions both nationally and internationally in restaurants, bars, bakeries, food product development, food retailing, government agencies, culinary science and education; while a growing number continue to open and develop their own businesses.

The School provides a range of unique and innovative programmes in a modular format including Higher Certificate, Ordinary, Honours, Masters and PhD research degrees. Our multidisciplinary approach to culinary education balances creative artistry with practical know-how, scientific understanding and integrated managerial and leadership skills. The culinary field continues to expand to include career paths unimaginable two decades ago.

SCAFT plays an active research and development role in the DIT via its PhD, Master and industry engagements. The School of Culinary Arts and Food Technology is also a member of the World Association of Chefs Society (WACS) and is recognised nationally and internationally as a world leader in culinary higher education.

The School is closely involved with the latest developments in its core disciplines and maintains strong links with academia, industry, national and international bodies and with alumni thus ensuring that graduates are much sought after and have the skills and knowledge necessary to compete at the highest level. To address the direct need of industry the School offers a wide range of short, specifically tailored professional development programmes.

Job Description

The School of Culinary Arts and Food Technology is setting up a panel to provide academic cover when required for sick and other absents. The panel members may also be called upon to support the academic delivery in the School.

Panel subject areas: Nutrition, Food Business and Management, Professional cookery, Restaurant Management and Operations, Bar Management, and Bakery.

- **Role Overview**

The School of Culinary Arts & Food Technology is seeking to appoint a panel of Assistant Lecturer in Culinary Arts hourly paid casual rate. The panel will remain active for two years to provide emergency cover and may be called upon from time-to-time to support the delivery of modules.

Applicants should hold an honours degree (Master degree desirable) in a relevant discipline or equivalent qualification with a minimum of three years' appropriate experience in one of the subject areas identified in the job description.

The overall purpose of the panel is to provide cover for sick and other leave when necessary. The successful panel members may be called upon to contribute to programme delivery at undergraduate and postgraduate levels in the School, teaching across the broad spectrum of topics relevant to Culinary Arts. The successful candidate will be placed on a panel list and may be provided an opportunity to deliver modules in the School in a focused and energised manner.

The role requires a strong ability to work on your own initiative as well as contribute and collaborate with an integrated team of professionals.

Excellent interpersonal skills are necessary, and a demonstrated ability to inspire students and support tutorial groups.

- **Principal Accountabilities**

Playing an active role in the academic direction of courses which includes teaching, academic assessment and administration;

Developing course materials for teaching and learning at undergraduate and potentially postgraduate levels;

Actively contribute to the further development of the School's programmes and research;

Working as part of a team in delivering and developing new innovative programmes;

Person Specification

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

Knowledge

An Undergraduate degree in a relevant discipline from a recognised degree awarding authority or an approved equivalent qualification (*Essential*)

Master Degree (*Desirable*) [*Note: Masters Degrees must have been obtained by thesis/examination*]

PhD in a relevant discipline (*Desirable*)

Experience

Three years' appropriate experience subsequent to obtaining an honours primary degree in a relevant discipline (*Essential*)

Experience in third level lecturing and/or industry experience subsequent to qualification (*Desirable*)

Experience in third level teaching, demonstrate knowledge of a range of teaching methods

Skills, talents & abilities

Strong organisational skills and proficiency in MS Office;

Excellent communication skills both oral and written. Communication with students is particularly important;

Experience of e-learning education management systems such as Webcourses or Blackboard;

Flexible and ability to work on own initiative and as part of a team;

An enthusiastic team player with the ability to network with colleagues and other stakeholders.

Eligibility to compete

Protection of Employees (Fixed-Term Work) Act 2003 Revised Agreement (Circular 0093/2007):

In accordance with Clause 8.3 of Circular 0093/2007, this post is being offered as part of a panel process basis and is being advertised on the School website only. Suitably qualified existing Pro-Rata Part-Time Assistant Lecturers/Lecturers and Fixed-Term/Specified Purpose Assistant Lecturers/Lecturers are eligible to apply.

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

The main terms and conditions of employment are as follows:

Tenure:

The positions are for the establishment of Panel to cover for sick and other types of leave and emergencies. Successful application may be call upon to support delivery of modules or dissertation supervision from time – time. The panel will least three years.

Salary:

The post will be remunerated on the Part Time Assistant Lecturer Salary Scale:

- €64.63 per hours or €58.32 (10% reduction in the pay of new entrants to the public service contained in the National Recovery Plan applies)

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Hours of work:

The panel setup is to provide cover for sick and other leave as a part-time Assistant Lecturer.

Probation:

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

Progression

From Part-time to whole time is subject to National Agreement when a whole-time position becomes available. All whole-time position will be advertised and open to internal and external competitions in accordance to Institute policy. Acceptance onto the panel is not an offer of a whole time position should one become available in the future.

Sick Leave:

This appointment is subject to the Institute's Sick Leave Policy for Officers of the Institute.

Other conditions:

Nature of the post:

The positions form part of a panel for part-time cover basis and are subject to the terms of the provisions of the Dublin Institute of Technology Acts 1992 to 2006 and any subsequent Acts replacing or amending these Acts and any orders and regulations made under these Acts will apply.

Duties:

The appointee will play an active role in the academic direction of courses including teaching, research, academic assessment and academic administration. The appointee should carry out such duties as are assigned by management including but not limited to:-

- a) Teaching such assigned classes as deemed appropriate by management of the Institute, day or evening depending on the cover required.
- b) Carrying out assessment, monitoring and evaluation of examinations work, and providing an academic and consultative support to students in their learning activities;
- c) Providing academic input on existing and new courses and course development;
- d) Engaging in research, consultancy and development work as appropriate;
- e) Participating in committees appropriate to courses and meetings convened by management;
- f) Maintaining appropriate records and making available information as required by management;
- g) Engaging in promotion including student recruitment as appropriate;
- h) Participating in development, implementation and maintenance of academic quality assurance arrangements;
- i) Participating in appropriate activities necessary to the development of their department/school and the Institute;
- j) Directing and supervising the work of Tutor/Demonstrator and taking academic responsibility for the academic standards of this work.

The performance of these duties will require attendance in addition to class contact hours during the normal working week.

The appointee shall carry out the lawful instructions of the President or authorised officer and comply with the requirements and regulations of the Minister for Education and Skills.

The provisions of the agreement with the Teachers' Union of Ireland in the context of the Public Service Agreement as set out in [Circular Letter 0026/2011](#) will apply to this post.

Application Process

Application Form

Applications will be accepted through the school office via email at scaft@dit.ie . A CV will be required in addition to the application form. 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 on 19th of Jan 2018. Late applications will not be accepted.

Contact information

For further information about this post please contact: mike.oconnor@dit.ie

For queries regarding the application process, please contact Mike O'Connor at 402 4435 between 9.30 and 5.00pm, Monday to Friday.

Further Information for Candidates

Canvassing will automatically disqualify.

Late applications will not be accepted.

You are also advised that you can only submit one application per competition. Should you have any issues with your submission, please contact us.

Shortlisting of applicants may take place, on the basis of information supplied in the application form.

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 an equal opportunities employer.

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 within the Institute will be required to furnish:

- 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.