



An Roinn Oideachais
Department of Education



Instructional Designer (Project Officer Level)
Professional Development Service for Teachers (Technology in Education)
(Permanent)

Job Description and Additional Information

Introduction

The Professional Development Service for Teachers (PDST) is a cross-sectoral support service under the remit of the Teacher Education Section (TES) of the Department of Education which offers professional development support to primary and post-primary teachers and school leaders. The work of the PDST contributes to school improvement by providing high quality continuing Professional Development (CPD) on curricular and educational issues, fostering reflective practice and ongoing development among teachers and school leaders. PDST operates under the aegis of the Department of Education and is managed out of Dublin West Education Centre.

PDST Technology in Education (PDST – TIE) is part of PDST, and its offices are based in the Dublin City University (DCU) campus in Glasnevin. It promotes and supports the integration of digital technologies in teaching, learning and assessment in primary and post-primary schools. Its remit includes the Scoilnet and Webwise initiatives, the design and delivery of online courses and resources for teachers in the area of digital technologies, the provision of digital technology infrastructure advice and support to schools as well as managing the national school broadband initiative.

Job Description

Reporting to the National Coordinator for CPD Design, the Instructional Designer will play a key role in the design and development of e-learning courses for primary and post-primary teachers, focused on the use of digital technologies in teaching, learning and assessment, in line with the deliverables of the Digital Strategy for Schools and relevant policies and strategies of the Department of Education.

The Instructional Designer will be expected to play a key role in the following areas:

- Planning instructional design projects from initial scoping through to final course testing and sign off.
- Liaison with and coordination of inputs of all stakeholders within e-learning design projects including PDST Advisors and other subject matter experts.
- Training content writers on agreed standards and approaches to e-learning design and ensuring consistency of approach across all e-learning content.
- Designing high quality and engaging e-learning content, applying principles of instructional design and adult learning theory to all projects.
- Creating and editing storyboards for e-learning design projects, incorporating best practice in e-learning, including scenario based and interactive video learning.
- Liaison with external e-learning developers on the design of new projects, as well as updates to existing lessons where this is performed externally.
- Applying edits and updates to an extensive library of existing e-learning content (using Articulate Storyline).
- Curating, managing and editing multimedia learning objects, including images, good practice videos, animation videos, graphics.
- Design of Moodle courses and creation of appropriate and effective activities within a Moodle learning management system.
- Design and incorporation of multimedia elements, such as images, graphics and video within Moodle.
- Management and testing of all e-learning content within a Moodle learning management system.
- Review of course evaluations and feedback for existing and new e-learning courses, and coordination of updates to e-learning content and multimedia resources.
- Managing an extensive library of existing e-learning content, ensuring content is kept up to date and relevant and retired as needed.
- Researching effective teacher professional development, including digital competency frameworks, along with standards and statements from the Digital Learning Framework (<http://www.dlplanning.ie>).
- Contributing to PDST TIE strategic work plans in line with the Digital Strategy for Schools and future national policy, with particular reference to actions regarding CPD for teachers and school leaders.
- Incorporation of key PDST Technology in Education provided & supported resources such as Scoilnet and Webwise, as well as the Digital Learning Framework into e-learning designs.

The duties of this post may vary from time to time as the needs of PDST Technology in Education vary. The Instructional Designer will carry out any other duties as may be defined by their line manager in consultation with the post holder.

Person Specification

Applicants should have the following qualifications, experience and competencies:

- Relevant third level qualification (at least NFQ level 7).
- A minimum of two years' experience working in an instructional design/e-learning design role.
- Demonstrated knowledge and experience of e-learning design processes and strategies.
- High level of proficiency in using e-learning authoring tools and software, including the Articulate Suite and LMS course design, including Moodle.
- Demonstrated experience and skills in project management, and ability to work to, and produce key deliverables within specified deadlines.
- Demonstrated skills and experience in script and storyboard creation.
- Excellent written and verbal communication skills.
- Ability to work independently and lead projects, and to establish and maintain effective working relationships with external and internal stakeholders and colleagues.
- Understanding of accessibility requirements and UDL and how to ensure best practice in this area.
- Knowledge and understanding of the Irish education system, and in particular the Digital Strategy for Schools and the Digital Learning Framework.
- 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

It would be advantageous for applicants for this post to have qualifications or any experience of working in any of the following areas:

- Instructional design/e-learning design for teachers
- Graphic design and production of animations
- Film editing/video production
- Website design and/or content management systems such as Wordpress
- Digital marketing and promotion

Although it would be advantageous for an applicant to have the above skills/experience these will be used as guidelines only. The above will be taken into account 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 PDST-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 tests, interview or any element of the selection process is not an acceptance of eligibility.

Other Eligibility Criteria

Eligibility to Compete and Certain Restrictions on Eligibility

Candidates 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. Swiss citizens under EU agreements may also apply.

To qualify candidates must be citizens of the EEA by the date of any job offer.

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 not eligible to apply 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. People who availed of the VER scheme are not eligible to compete in this competition. People who availed of the VRS scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility).

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. 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)

Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013)

The Department of Environment, Community & Local Government Circular Letter LG(P) 06/2013 introduced a Voluntary Redundancy Scheme for Local Authorities. In accordance with the terms of the *Collective Agreement: Redundancy Payments to Public Servants* dated 28 June 2012 as detailed above, it is a specific condition of that VER Scheme that persons will not be eligible for reemployment in any Public Service body [as defined by the Financial Emergency Measures in the Public Interest Acts

2009 – 2011 and the Public Service Pensions (Single Scheme and Other Provisions) Act 2012] for a period of 2 years from their date of departure under this Scheme. These conditions also apply in the case of engagement/employment on a contract for service basis (either as a contractor or as an employee of a contractor).

Declaration:

Applicants will be required to declare whether they have previously availed of a Public Service scheme of Incentivised early retirement. 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 will be based in the PDST-TIE Education offices in the Invent Building, Dublin City University, Glasnevin, Dublin 9. However, this may change as the needs of the organisation are subject to change from time to time.

Salary

The Standard Salary Scale for the position will apply and is as follows:

Personal Pension Contribution (PPC)

€52,933, €55,088, €57,246, €59,403 €61,563

Important Note: 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. Subject to satisfactory performance, increments may be payable in line with current Government Policy. You will agree that any overpayment of salary, allowances, or expenses will be repaid by you in accordance with Circular 07/2018: Recovery of Salary, Allowances, and Expenses Overpayments made to Staff Members/Former Staff Members/Pensioners.

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

A different rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 and who **is not required** to make a Personal Pension Contribution.

Annual leave

Annual Leave entitlement will be 24 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 5-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. 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 organization. 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 Organization 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 Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at www.singlepensionscheme.gov.ie. Where the appointee has worked in a pensionable (non-Single Scheme terms) public service job in the 26 weeks prior to appointment or is currently on a career break or special leave with/without pay different terms may apply. Such an appointee would instead be offered membership of the PDST-TIE (NCTE) scheme. The pension entitlement of such appointees will be established in the context of their public service employment history.

Key provisions attaching to membership of the Single Scheme are as follows:

- Pensionable Age: The minimum age at which pension is payable is 66 (rising to 67 in 2021 and 68 in 2028 in line with changes in State Pension age).
- Retirement Age: Scheme members must retire on reaching the age of 70.
- Career average earnings are used to calculate benefits (a pension and lump sum amount accrue each year and are up-rated each year by reference to CPI).
- Post retirement pension increases are linked to CPI

Pension Abatement

- If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement 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 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.

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 pre-existing public service pension scheme (i.e. non-Single Scheme) as per the 2012 Act shall apply. This 40-year limit is provided for in the Public Service Pensions (Single Scheme and Other Provisions) Act 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Additional Superannuation Contribution

This appointment is subject to the Additional Superannuation Contribution (ASC) in accordance with the Public Service Pay and Pensions Act 2017. For further information in relation to the Single Public Service Pension Scheme, please see the following website: www.singlepensionscheme.gov.ie

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 appointment is subject to the sanction of the Minister for Education. No definitive offer of appointment can be made before a sanction is given.
- The successful candidate will be appointed as soon as possible.
- References and general work record must be satisfactory.

The contract will provide for a probationary period and ongoing performance review

Selection Procedure

- Applications should be made by submission of a completed application form. Once completed this should be submitted in **electronic format to recruitmenttie@pdst.ie by February 26th 2021 at 5.00pm 2021. All enquiries by February 12th 2021 at 5.00pm to recruitmenttie@pdst.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.

- 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 PDST TIE and the broader PDST.
- This interview will be competency-based in line with the skills outlined in the job description/Application Form.
- Following shortlisting and interview, a panel may be formed from which successful candidates may be appointed to other subsequent positions within PDST- TIE which may arise during the year. Candidates whose names are on a panel and who satisfy the PDST 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 PDST 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.

Specific candidate criteria

In addition to fulfilling the eligibility criteria set out, candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned;
- Be suitable on the grounds of health & character;
- Be suitable in all other relevant respects for appointment to the post concerned;

- If successful, they will not be appointed to the post unless they: Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be performed; and Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
- Comply with any pre-employment requirements.

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 in regard to 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, 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.

Dublin West Education Centre is an equal opportunities employer.