



Institiúid Ard-Léinn | Dublin Institute for
Bhaile Átha Cliath | Advanced Studies

Job Description - Education and Public Engagement Officer at DIAS Dunsink Observatory

Job Grade: Research Project Officer

Job Title: Education and Public Engagement Officer

Responsible To: Head of Astronomy & Astrophysics Section

Reporting To: Head of Section or a Senior Academic in the A&A Section nominated by Head of Section.

Job Summary

The provision of education and engagement activities at DIAS Dunsink Observatory. In addition, it will be necessary to provide occasional support for special events. Liaise effectively with relevant internal and external interests at the direction and discretion of the Head of Section.

Principal responsibilities:

- Development of education programmes for primary and secondary schools.
- Delivering workshops for primary and secondary schools.
- Operation of public visitor nights, public talks, and other events for the general public.
- Operation of Race to Space Escape Room.
- Development of projects in collaboration with local community groups.
- Design and installation of new exhibits to engage visitors with astronomy and space.
- Supervision of education projects and preparation of national and international funding applications for future projects.
- Design and dissemination of marketing and promotional material.
- Responding to queries from the general public.
- Development of collaborative links with other astronomy education providers across Ireland.

Training:

- Where necessary training will be provided.

Location:

The Education and Public Engagement Officer will be expected to work primarily at DIAS Dunsink Observatory, Dublin 15 and also occasionally at Fitzwilliam Place, Dublin 2.

General conditions attaching to the Appointment:**Status**

The appointment will be on a full-time, pensionable basis. The person appointed will be required to serve a probationary period of one year and if his/her service is satisfactory his/her appointment will be confirmed by Council at the end of the probationary period. If it becomes clear that the person is unsuitable for permanent appointment owing to his/her failure to satisfy Council as regards attendance, conduct or general efficiency, his/her appointment may be terminated.

Salary

The salary scale attached to the post for new entrants to the public sector is currently €40,573 rising by eight annual increments and two long service increments to €53,143. Starting pay will be at the minimum point. A different scale applies for pre-existing public/civil servants depending on whether they were appointed before or after 6th April 1995.

Hours of Work

The person will be required to work 37 hours net per week.

Annual Leave

The annual leave allowance for the post is 26 days per annum. This is exclusive of bank and public holidays but inclusive of Christmas closure days and 1/1.5 days must be reserved for days that DIAS is officially closed over Christmas. Leave is granted in accordance with the Organisation and Working time Act 1997. The statutory leave allowance (20 days) must be taken in the leave year in which it accrues or within six months of the start of the next leave year.

Sick Leave

Subject to the terms of the sick leave scheme, (Public Service Management Sick Leave Regulations, SI 124 of 2014 and relevant Circulars issued by the Department of Public Expenditure & Reform), the maximum *uncertified* sick leave allowance of full time staff is

seven days in a rolling period of twenty-four months. Certified sick leave entitlements are as follows.

(i) *Ordinary Sick Pay*: A maximum of 92 days (includes weekends etc.) on full pay in a one year period, followed by a maximum of 91 days (includes weekends etc.) on half pay, subject to a maximum of 183 days (includes weekends etc.) in a rolling 4 year period.

(ii) *Critical Illness Sick Pay*: Access to a maximum of 183 days (includes weekends etc.) on full pay, followed by a maximum of 182 days (includes weekends etc.) on half pay, subject to a maximum of 365 days (includes weekends etc.) in a rolling four year period.

(iii) *Temporary Rehabilitation Pay*: Following periods of sick leave there will be a provision for Temporary Rehabilitation Pay for individuals who need a longer period of time to address their health needs.

Pension

Pension terms and retirement age conditions will depend on the status of the successful appointee. In general:

(a) A new entrant to the Public Service or an individual who joined the public service after 1 January 2013 and has already been a member of the Single Scheme will be a member of the Single Public Service Pension Scheme (Public Service Pensions (Single Scheme and Other Provisions) Act 2012) for this employment. Under this scheme, the present retirement age is set at 66 years but this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Retirement is compulsory upon reaching 70 years of age.

(b) An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have appropriate pension terms under the DIAS Staff Superannuation Scheme (details available from the Registrar’s Office). The retirement age conditions will depend on whether the individual is a 2004 new entrant or non-new entrant for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004. In the case of an individual who is deemed to be a 2004 new entrant, there is currently no specified retirement age. The minimum age at which pension is payable is 65. In the case of an individual who is deemed to be a non-new entrant, retirement is compulsory on reaching 65 years of age. The minimum age at which pension is payable is 60.

The minimum service to achieve pensionability is two years. Deductions in accordance with the scheme rules will be made from the commencement date.

At the time of being offered an appointment, DIAS will, in the light of the appointee’s previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. Appointees will be required to disclose

their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status.

It should be noted there is a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Medical Examination

Appointment will be subject to the candidate undergoing a satisfactory medical examination.