



Candidate Brief for the position of

# Full Professor of Public Trust in the Media, Arts and Technology

Permanent Wholetime

(Reference: 45/20)

*Recruiting Difference; Reflecting Diversity*

## TU Dublin at a glance

The new University – formed by a merger of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT) under the Technological Universities Act 2018.

- Ireland's largest university with over 28,000 Students
- Over 3,000 International Students
- Over 3,000 staff members of academic, administrative and support staff
- Annual budget circa €200 Million
- Only University in Ireland to offer programmes from Level 6 to Level 10 on the qualifications framework
- Over 150 Sports & Student Societies
- Over 1,000 Research Community
- 3 Incubation Centres

For further detail, please see <http://www.tudublin.ie/>



## TU Dublin – A New University for a Changing Ireland

TU Dublin is Ireland's first Technological University - an exciting new milestone in Irish Higher Education and spans the largest population centres of Ireland's capital city. Building on the rich heritage of its founding organisations, TU Dublin is inclusive and adaptable, creating educational opportunities for students at all stages of their lives.

Academic excellence in science, the arts, business, engineering and technology converge in TU Dublin to create the leaders of tomorrow. Our students learn in a practice-based environment informed by the latest research and enabled by technological advances, with pathways to graduation from Apprenticeship to PhD.

Our thriving research community is engaged in applying innovation and technology to solve the world's most pressing challenges, collaborating with our national and international academic partners and our many networks in industry and civic society.

Dedicated staff offer an inclusive and welcoming learning experience and TU Dublin students develop as socially responsible, open-minded global thinkers who are ambitious to change the world for the better. As graduates, they will be enterprising and daring in all their endeavours, ready to play their part in transforming the future.

### **Scale:**

The significant scale of TU Dublin serves to emphasise its importance in the Higher Education landscape in Ireland. With 28,500 students and a dedicated staff of 3,500, it is probably already the largest university in the country. As a degree-awarding body, TU Dublin attracts students at Level 6 through to Level 10 on the National Framework of Qualifications. Aiming to be inclusive and diverse, TU Dublin welcomes students of all nationalities and backgrounds. Currently 20% of students in the University were born outside of Ireland, while 15% have come through non-standard routes. An educational 'ladder' system enables students to enter and exit at the level that best suits their preparedness for higher education. This system provides students with the best opportunity to achieve their full potential. Many students who begin their studies at Level 6 gain in confidence and are encouraged to progress further than they originally believed they could.

### **Campus locations:**

As a new University TU Dublin is very well served by its three main campuses, spanning the most highly populated areas of the Ireland's capital city.

The Blanchardstown Campus, just 13 km to the northwest of the city centre, was established twenty years ago. Academic and recreational facilities serving over 3,500 students are of a very high standard, including bespoke areas for early childhood studies; horticulture; sports management; and business incubation. The new 'Connect' building, officially opened by An

Taoiseach in 2019, includes both staff offices and student facilities, and further development of the campus is planned.

The Tallaght Campus is situated 12 kms southwest of the city centre. Currently serving a full-time student population of over 5000, the campus has strong and growing part-time student numbers attending a wide range of evening programmes aimed at professional upskilling. Close links have been established with the surrounding community and local industry, while the extensive grounds provide ample room for sporting activity for students and local clubs. Plans are well advanced for the construction of a new facility for Engineering programmes to be in place within the next three years.

In Dublin City centre, 20,000 TU Dublin students are based in a number of locations in the heart of the city. However, development of new flagship campus at Grangegorman in the north inner city is well advanced. The biggest educational project of its kind in Europe, the Grangegorman Campus is located on an exceptional 73-acre city centre site. The original 19th century buildings at the heart of the site have been beautifully restored and are now in use for students and staff. Two new Quads under construction, comprising 52,000 sq.ms, will welcome 10,000 students and 1000 members of staff in September 2020. The facilities in the East Quad (16,500 sq.ms) will include a 400-seat concert hall, recital rooms and exhibitions spaces that will showcase the work of over 3000 students of music, drama, media and the visual arts. The 35,000sq m. Central Quad will include state-of-the-art laboratories for a range of science disciplines; kitchens and training restaurant for culinary arts and hospitality; and some of the largest teaching spaces on the campus, including a 250-seat lecture theatre.

The next phase of construction will commence in mid-2020 and will deliver the West Quad to accommodate 5000 students of Business, and the Academic Hub which will see the development of an iconic library building incorporating ancillary facilities. A final phase will see the development of additional research capacity and the remaining disciplines, predominately Engineering.

# Higher Education Authority Background and Rationale for the Senior Academic Leadership Initiative

## Section 1: Introduction

### 1.1 Call for applications

Applications are invited from suitable qualified candidates for two new posts in Technological University Dublin (TU Dublin) under the Senior Academic Leadership Initiative (SALI) Call 2019, in line with the requirements set out in the Higher Education Authority (HEA) Call document <https://hea.ie/assets/uploads/2019/06/FINAL-Call-document-2019-06-21.pdf>.

This SALI Programme is managed by the Higher Education Authority (HEA), on behalf of the Department of Education and Skills (DES). Following a competitive process based on an annual Call for applications from higher education institutions (HEIs), the HEA approved two new and additional senior academic leadership posts for our institution in the areas of Full Professor in Inclusive Computer Science Education and Full Professor of Public Trust in the Media, Arts and Technology to assist in accelerating gender balance at senior levels.

### 1.2 Background

Diversity is a key strength of Irish higher education. In recent decades our universities, institutes of technology, and colleges have been transformed, from predominantly national institutions catering primarily for school-leavers, to internationally oriented institutions engaged with an increasingly diverse student body, of all ages, backgrounds and gender identities.

Higher education legislation requires institutions to promote gender-balance among students and staff, and for the HEA to promote the attainment of equality of opportunity.

The [HEA National Review of Gender Equality in Irish Higher Education Institutions \(2016\)](#) was an important first step in highlighting the gender inequality that existed at senior academic levels in our HEIs. The HEA Expert Group report outlined a number of recommendations for the HEIs, HEA, research funding agencies and other key stakeholders. However, since the publication of the HEA Expert Group report, progress has remained exceptionally slow.

The DES proposed that a targeted and proportionate positive action should be taken to accelerate the achievement of gender equality objectives.

Such an approach is consistent with a range of Government strategies and policies including, for example:

- [National Strategy for Women and Girls](#)
- [Equality Budgeting Initiative](#)

The Gender Equality Taskforce identified significant measures that could accelerate progress in achieving gender equality in the Irish HEIs. Their Action Plan 2018-2020 encompasses a suite of initiatives to bring about sustainable organisational change and to empower a culture of gender equality in the HEI's for all staff, academic and professional, as well as management and support staff at all levels. Ambitious targets for the proportion of academic and professional, management and support staff of each gender to be in senior positions in 1, 3 and 5 years will be agreed with the HEA and monitored annually through the Strategic Dialogue process. Their report is available here -<http://hea.ie/assets/uploads/2018/11/Gender-Equality-Taskforce-Action-Plan-2018-2020.pdf>

The HEA Expert Group and Gender Equality Taskforce both recognised that in addition to the organisational and culture change initiatives needed, a significant targeted positive action initiative was required in order to effect change within a reasonable timeframe at the highest academic level in both sectors. Analysis of recruitment trends by the Gender Equality Taskforce highlighted that rate of change, over the period 2013 – 2017, at the most senior grades is slower than at other grades.

International evidence is that the establishment of new and additional gender-specific posts would be a proportionate and effective means to achieve rapid and sustainable change, and on that basis has the potential to be transformative for the higher education sector in terms of securing gender equality goals.

As part of the launch of the Gender Equality Taskforce Action Plan, it was also announced that a new Senior Academic Leadership Initiative (SALI) would be established.

## **Section 2**

### **2.1 Objective of the Initiative**

The Senior Academic Leadership Initiative aims to help achieve equality of outcome in the higher education sector. New and additional senior academic leadership posts have been funded in areas where:

- there is clear evidence of significant gender under-representation;
- where this appointment will have significant impact within the faculty/department/functional unit and the HEI;
- where they would be a proportionate and effective means to achieve accelerated and sustainable change within an institution.

These posts are new and additional to the sector, i.e. they are in addition to the existing Employment Control Framework (ECF), and they will be funded through new and additional

funding provided specifically to help progress gender balance among academic staff at senior levels.

The key objective of this Initiative is principally to attract outstanding female applicants both from within the sectors currently and internationally. The Initiative will also assist in increasing the number of women involved in the decision-making processes in the institutions, as advocated in the EU Commission Strategy on Promoting Equality in Decision Making.

In securing two posts under this initiative, our institution has demonstrated our commitment to gender equality. Our institution has also demonstrated plans for future developments in this area and has outlined the organisational and cultural initiatives in place to support the newly appointed staff.

While this Initiative gives priority to highly qualified female candidates within the boundaries of what is legally permissible, in order to address their underrepresentation; preferential consideration of female candidates is excluded if other reasons worthy of legal protection prevail. In exceptional circumstances, candidates who are in a minority or protected under Irish social legislation, or who also belong to an underrepresented minority in academic posts may be considered if the institution can clearly articulate reasons worthy of legal protection as to why they should be considered.

## **Section 3: Call criteria and application guidelines**

### **3.1 Applicant eligibility**

Two SALI posts have been approved to our institution in the areas of Full Professor in Inclusive Computer Science Education and Full Professor of Public Trust in the Media, Arts and Technology by the HEA, and the applicant can only be appointed within this specific area(s).

Only applicants who are suitably qualified will be appointed. If applicants do not meet the normal competition rules for appointment at Professorship level, then appointment will not be made.

This is a dedicated Call under the Senior Academic Leadership Initiative, and is an open competition for which both internal and external candidates will be eligible.

In line with the objectives of the HEA SALI Call 2019, applications from highly qualified female candidates will be prioritised within the boundary of what is legally permissible, in order to address their underrepresentation. However preferential consideration of female candidates is excluded if other reasons worthy of legal protection prevail. In exceptional circumstances, applications from candidates who are in a minority or protected under Irish social legislation, or who also belong to an underrepresented minority in academic posts may be considered if the institution can clearly articulate reasons worthy of legal protection as to why they should be considered.

## **3.2 Applicant assessment process and guidelines**

Normal TU Dublin recruitment procedures apply for appointment at Professor level.

In line with the HEA Expert Group recommendation 1.16, institutions are required to review the recruitment and assessment procedures currently being used to ensure that such processes are gender-proof. For example, institutions should consider how best to factor in time spent away from an academic career when asking for measurable outputs, e.g. asking applicants to identify their top 3–5 publications/outputs with no time limits would negate periods of time spent away from an academic career, however asking for the publications/outputs over the last 5 years would disadvantage someone who has spent time away from their academic career

A key objective of the Initiative is to strengthen diversity at senior academic leadership level in Higher Education Institutions (HEIs) given the benefits that increased diversity would be expected to generate for HEIs as set out in the report of the Gender Equality Taskforce. Consequently, other capabilities and life experiences which have been acquired by applicants outside of the academic environment can be taken into account in assessing candidates, in so far as they are of importance for the suitability, performance and capability of applicants to perform senior academic leadership roles in higher education and to underpin the achievement of increased diversity at that level.

## **Section 4: Funding & Duration**

The successful applicants will be permanent employees of Technological University Dublin, under our standard terms and conditions.



## Candidate Brief

### Part 1. Eligibility to compete

In line with the objectives of the HEA SALI Call 2019, applications from highly qualified female candidates will be prioritised within the boundary of what is legally permissible, in order to address their underrepresentation. However preferential consideration of female candidates is excluded if other reasons worthy of legal protection prevail. In exceptional circumstances, applications from candidates who are in a minority or protected under Irish social legislation, or who also belong to an underrepresented minority in academic posts may be considered if the institution can clearly articulate reasons worthy of legal protection as to why they should be considered.

#### **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.

## Part 2. Job Description

<b>Post Title</b>	Full Professor of Public Trust in the Media, Arts and Technology
<b>Post Duration</b>	The post will be offered on a permanent wholetime and pensionable basis, subject to the terms of the provisions of the Technological Universities Act 2018.
<b>Reports to</b>	University Registrar
<b>Position Summary</b> <p>The Full Professor of Public Trust in the Media, Arts and Technology will maintain, enhance and improve the national and international reputation of the University in their academic field. The Professor will be expected to demonstrate ongoing academic achievement and provide academic leadership by actively contributing to the development of their discipline and the work of the University. The Professor will lead an ambitious programme of research and engagement that will have at its heart the civic engagement and diversity work that make media, arts and technology accessible to all and will highlight and develop the existing media, artistic and community collaborations and partnerships across TU Dublin.</p> <p>The position is intended to foster public understanding and critical engagement with the societal impact of technology. The Professor will instigate and inspire public engagement on the cultural, sociological and anthropological perspectives on technological development. In particular, the Professor will focus on the gendered nature of the society-technology discourse. The successful applicant will lead gender diversity initiatives in media, arts and ICT disciplines in TU Dublin, higher education, and the wider industry.</p> <p>TU Dublin will provide extensive organisational and cultural supports in line with those accorded to outstanding research academics recruited to the University.</p> <p>The post will be offered on a permanent wholetime and pensionable basis, subject to the terms of the provisions of the Technological Universities Act 2018.</p>	

## **Equality, Diversity and Inclusion**

TU Dublin is committed to equality, diversity and inclusion in every area of the University's work. This commitment requires a continuing evaluation of our organisational culture, policies and procedures, and how these relate to the student experience, and to providing a fulfilling career for all colleagues in the University. We encourage applicants to consult our [Equality Statement \(2019-2022\)](#).

## **Principal Duties and Accountabilities will include**

*TU Dublin's proven commitment to improving gender balance is indicative of an enabling and supportive environment for the Professor of Public Trust in the Media, Arts and Technology to deliver on the following principal accountabilities*

- To provide academic and intellectual leadership and contribute to the development of the University through research, scholarship, education and engagement;
- Promote a culture of openness, transparency and trust by facilitating a dialogue between the university and wider society;
- Engage civil society through a range of broadcast, print, online and community outreach media initiatives to empower citizens to deal with information disorders. These will include public lectures, debates, workshops, projects and exhibitions, as well as training and education, public information and awareness-raising campaigns;
- Increase the diversity of participation by including and amplifying the voices of women and other under-represented groups in conversations in the media and the creative spheres;
- Instigate and inspire public engagement in the cultural, sociological and anthropological perspectives on technological development by contributing to and collaborating with the Culture, Technology and Society Laboratory in TU Dublin.
- Make TU Dublin's research relevant and impactful for wider society;
- Develop international networks to access international research consortia and funding;
- Translate research into practical outcomes that will benefit the citizen in terms of public trust in the media and the industry by having an educated and engaged audience;
- Initiate a programme of public lectures, workshops, and exhibitions to disseminate research and discourse beyond the University, activate change in public perception, and utilise existing relationships with a wide range of cultural institutions;

- Design and implement portfolio of thoughtful and engaging projects using a variety of media research and practices, to debate the issues at the cutting edge of media, arts and technology.
- Position TU Dublin within the media, arts and technology as a national and international thought leader in trust, equality and inclusion:
- Collaborate with creative industries and with the media in order to foster a critical and ethical understanding of technology issues in general and specifically issues of equality, diversity and inclusion (EDI);
- Conduct dialogues between the private sector, government and semi state bodies to enable policy support for the ongoing development of the Creative industries in Ireland;
- Leverage the wide range of cross-disciplinary research and practice in Media, Arts and Technology at TU Dublin;
- Transfer knowledge and skills across the creative industries, fostering partnerships with the wider industry to build sustainable and diverse communities of practice;
- Actively engage a network of partners, reaching out to connect people and unearth new opportunities;
- Implement initiatives that make training, mentoring, and networking opportunities available to women and help mitigate the disadvantages women face in accessing work in media industries.
- Increase female participation in TU Dublin media, arts and technology programmes, both undergraduate and postgraduate.
- Develop gender specific curricula and course content;
- Provide academic leadership to initiatives to encourage younger women to view careers in the media, arts and technology as being interlinked, targeting Primary and Secondary Students in the University catchment area
- To serve as an ambassador for the subject/theme, and TU Dublin in Ireland and abroad
- Participate in such committees and/or undertake any other relevant duties as may be deemed appropriate by the President and/or other senior leaders

### Part 3. Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post.

***Applications will be assessed on the basis of how well candidates demonstrate that they satisfy both the essential and desirable criteria. Candidates must demonstrate that they meet all of essential criteria listed below:***

#### Knowledge and Experience.

#### Essential

1. Doctoral qualification in media, social science, or other relevant field
2. An internationally distinguished research and innovation profile in media, communication, social science or other relevant field
3. A sustained record of publications at an international level in high quality, internationally recognised journals
4. A strong record of citations, use of work by others, and/or demonstrated impact of research outcome and/or policy development, as appropriate
5. Sustained track record of successful delivery as PI of peer-reviewed, funded research projects, appropriate to the area (e.g. H2020, ERC, other research council awards)
6. Evidence of international reputation as a leader in communicating science/technology through invited keynote or plenary lectures at conferences of national and international significance; election to key positions on national and international bodies and societies; membership of government or international advisory bodies
7. Contribution to the development of novel approaches to research methodologies that offer opportunities for enhancing public trust
8. Making a substantial contribution to intellectual life and society with respect to inclusion issues and their interface with the media, arts and technology at institutional, regional, national or international level
9. Demonstrable leadership in advancing gender equality
10. Sustained performance as a teacher/lecturer with excellent leadership and innovation in teaching and learning initiatives

11. National/international reputation as a communicator of the understanding of technology to the wider public evidenced by a delivered programme of public lectures, media engagements, and other public events/workshops
12. Sustained track record of successful PhD supervision as the primary supervisor, as appropriate to the field
13. A significant track record in both undergraduate teaching and postgraduate supervision, including quality assurance processes
14. Demonstrated experience of programme development, which should include a leadership role in innovation, or modernisation of subject curriculum, assessment, use of technology and pedagogy
15. Academic Leadership role in the management and support of strategic initiatives at subject, School/Research Institute, Faculty and /or university levels
16. Excellent relationship-building, communication and networking skills and a demonstrated ability to collaborate with a diverse range of internal and external stakeholders to accomplish shared goals

### **Knowledge and Experience**

### **Desirable**

1. Knowledge transfer and Enterprise: demonstrating the building of capacity in public, private or third sector organisations, and/or contributing to evidence-informed policy
2. Social Engagement: Evidence of using status to establish specific partnership with external and internal groups and or policy development in public institutions leading to changes in practice
3. Active involvement in University/College/School committees and governance
4. Experience of organising, hosting and chairing world-respected academic and professional conferences
5. A demonstrated capacity to manage complexity and make timely and informed decisions

## **Part 4. 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 post is being offered on a permanent wholetime basis.

**Location:** The successful candidate will be based in TU Dublin.

**Salary:** €117,915 to €151,492 (Six point scale). Appointment will be made on the scale in accordance with the university policies and Department of Finance Guidelines

**Hours of work:** This is a wholetime post and attendance is required from Monday to Friday during the general working hours of the University.

Taking account of the provisions of the Organisation of Working Time Act 1997, you will work such hours as are reasonably necessary for the proper performance of your duties and responsibilities.

**Probation:** The terms of the University's Staff Induction policy and Probation procedure may apply.

**Annual leave:** Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 30 days per annum this is inclusive of the University closure days.

**Retirement:** This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee's individual status and therefore such details will be provided at the time of appointment.

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.

**Sick Leave:** The terms of the TU Dublin Sick Leave policy will apply. Sick leave will be in accordance with arrangements authorised from time to time by the Minister for Education & Skills.

## Part 5. Application Process

Candidates must complete the following:

1) Application Form

2) Cover letter and CV

3) Declaration of eligibility

Applications will only be accepted through the online application service at [www.tudublin.ie/vacancies/](http://www.tudublin.ie/vacancies/). All correspondence from the University regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

### Declaration of Eligibility

In line with the objectives of the HEA SALI Call 2019, applications from highly qualified female candidates will be prioritised within the boundary of what is legally permissible, in order to address their underrepresentation. However, preferential consideration of female candidates is excluded if other reasons worthy of legal protection prevail. In exceptional circumstances, applications from candidates who are in a minority or protected under Irish social legislation, or who also belong to an underrepresented minority in academic posts may be considered if the institution can clearly articulate reasons worthy of legal protection as to why they should be considered.

***In order to satisfy this requirement and be eligible to compete for this position all candidates must declare their eligibility to compete. As part of your application you should outline your suitability for this particular post in relation to the stated objectives of the Senior Academic Leadership Initiative and, in cases of exceptional circumstances, articulate clearly any reason worthy of legal protection as to why you should be considered for this post (maximum 300 words). The Declaration of Eligibility Form can be found [here](#).***

### Closing Date

The closing date for applications is 5pm GMT on Thursday 30<sup>th</sup> April 2020. Late applications will not be accepted.

### Contact information

For informal information about this post please contact President David FitzPatrick at (+ 353) 1 402 7134/7135 or at [President@tudublin.ie](mailto:President@tudublin.ie).

For queries regarding the application process, please contact Conor McCague at (01) 220 5133 between 9.30 and 5.00pm, Monday to Friday or email [conor.mccague@tudublin.ie](mailto:conor.mccague@tudublin.ie)



## Part 6. Further Information for Candidates

The University	<a href="https://tudublin.ie/explore/about-the-university/">https://tudublin.ie/explore/about-the-university/</a>
Higher Education Authority statement	<a href="#">Higher Education Authority statement</a>
Additional material relating to the post	<a href="#">Senior Academic Leadership Initiative (SALI)</a>
Equality, Diversity and Inclusion	<a href="https://tudublin.ie/explore/about-the-university/equality-and-diversity/">https://tudublin.ie/explore/about-the-university/equality-and-diversity/</a>
TU Dublin Strategic Plan to 2030	<a href="https://tudublin.ie/explore/about-the-university/strategicplan/">https://tudublin.ie/explore/about-the-university/strategicplan/</a>
Athena SWAN	<a href="#">Athena Swan</a>
To apply for this post	<a href="#">Apply Here</a>
Canvassing	Canvassing will automatically disqualify
Garda Vetting	In accordance with TU Dublin’s Protection of Children and Vulnerable Adults policy, all candidates applying for a post will be required to disclose previous convictions or pending prosecutions on the Application Form. Candidates applying for a position in a Designated Area will be required to undergo Garda Vetting as part of the selection process. Decisions regarding appointments may be made by University Management based on the candidate’s declaration
Pre-employment Medical	The University may require candidates to undertake a pre-employment medical with an Occupational Health Physician. The primary purpose of the pre-employment medical is to assess an individual’s fitness for a particular position or occupation with regard to the requirements for that post. TU Dublin will have regard to its obligations under the Disability policy to make reasonable accommodation for a candidate.
Documentary evidence	A conditional offer of employment may be made to the successful candidate <b>subject to</b> submission and verification of required evidence of qualifications, professional experience,

	<p>references, pre-employment medical, Garda Vetting as appropriate. No appointment will be made unless Human Resources verify a candidate's academic qualifications and/or evidence of professional experience required for the role. In this regard, where a qualification and/or professional experience is an essential criterion, candidates will be required to provide original academic transcripts, parchment and original statements from previous employers. The cost incurred by an applicant for requesting an academic transcript will not be covered by the University. The University reserves the right to verify documentation with the relevant bodies/employers</p> <p>Appointees are also required to furnish (as evidence of age) a certified extract from a Public Register of Birth or passport and Proof of PPS Number (e.g. social services card)</p>
<p>Appeals</p>	<p>Details in relation to the University's Recruitment, Selection &amp; Appointment Policy, including details in relation to the Appeals Procedure, can be found at the following link: <a href="#">Recruitment, Selection and Appointment Policy</a></p>

## Part 7. Guidance on completing the Application Form

The following section is designed to give advice to candidates on how to make their best application.

*“Technological University Dublin (TU Dublin) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. TU Dublin aims to attract the best people who have the experience, knowledge, skills, abilities and competencies to support the University’s mission. TU Dublin supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts”*

*Extract from TU Dublin’s Recruitment, Selection and Appointment Policy*

1. In accordance to TU Dublin’s commitment to equality of opportunity for all job applicants, if you have a disability that prevents the use of the online system, you will be supported in your application and HR will send you an application pack. You are asked to request any reasonable accommodation in sufficient time to ensure you can participate fully in the process.
2. In order to make a valid application for the post advertised, you must complete
  1. All sections of the Application form
  2. CV and cover letter
  3. [Declaration of Eligibility](#) (up to a maximum of 300 words)

### **You should ensure you upload documents 2 and 3 when submitting your application**

3. In Section E of the application form, you are asked to provide the details of two referees. If we contact your referees (following interview) they will be given a copy of the job description for the post and the requirements of the role and in this context, they will be asked to comment on your professional work/ability and on your character. TU Dublin also reserves the right to contact referees directly.
4. In the supporting statement, at Section F, you have the opportunity to highlight particular skills, competencies, achievements and personal qualities to support your application. This section carries a word limit of **2,000 characters including spaces**. You should adhere to this word limit if you choose to submit this statement by uploading a word document.

5. TU Dublin applies a shortlisting process for all competitions. Therefore, you should ensure that the information on your Application form, CV and Eligibility Declaration clearly and fully describes how you satisfy the essential and desirable criteria, the eligibility criteria set out above.
6. It is the University's preference that candidates attend for interview in person. However, if you reside outside the island of Ireland or if you will be temporarily abroad on the date of the interview, TU Dublin may facilitate video conferencing which you must request if you are shortlisted and invited to interview. It is your responsibility to provide the conditions appropriate to an interview setting at the agreed interview date and time, and that you have access to compatible technology to allow the interview to take place.
7. This competition is open for 8 weeks. **TU Dublin will not accept a late application.** You will not be able to submit an application on the online system once the deadline has past. Therefore, you should ensure you allow sufficient time to make your application in advance of the closing date and time.
8. For further information regarding TU Dublin please log <https://www.tudublin.ie/>.