**Senior IT Support Administrator**

**General Terms and Conditions of Employment**

1. **Status**

The appointment will be for a fixed 5-year period with the possibility of a permanent appointment. The person appointed will be required to serve a probationary period of six months. If their service is satisfactory their appointment will be confirmed at the end of the probationary period. If it becomes clear that the person is unsuitable for permanent appointment owing to their failure to satisfy Council as regards attendance, conduct or general efficiency, their appointment may be terminated.

2. **Duties**

The appointee will be required to perform any duties assigned to him/her, from time to time, by the Council of DIAS as appropriate to the post.

1. **Location of Post**

The post is based at 10 Burlington Road but the person may be required to serve at any of DIAS’ other premises. Travelling expenses and subsistence allowances will be payable at rates fixed, from time to time, by the Minister for Further & Higher Education, Research, Innovation & Science, on the recommendation of the Council and with the concurrence of the Minister for Public Expenditure & Reform, in respect of authorised absences from home and headquarters on DIAS business.

1. **Salary**

The post holder will be paid at the rate applicable to the grade of the post as recommended by the Council of DIAS with the approval of the Minister for Further & Higher Education, Research, Innovation & Science and the consent of the Minister for Public Expenditure & Reform. The current New Entrant (PPC) salary scale ranges from €58,820 rising by five annual increments to €70,802. This rate will apply where the appointee is a new entrant or is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. A lower rate will apply where the appointee is a civil or public servant recruited before 6thApril 1995 who is not required to make a Personal Pension Contribution. For persons entering the Public Sector for the first time, the starting pay will be at the minimum of the scale.

1. **Hours of Work**

The person will be required to work 35 hours net per week, Monday to Friday.

1. **Annual Leave**

The annual leave allowance for the post is 26 working days. This is exclusive of bank and public holidays but inclusive of Christmas closure days. 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.

1. **Sick Leave**

Paid sick leave may be granted to the appointee in line with the sick leave arrangements applicable in DIAS as authorised by the Minister for Education and Skills with the concurrence of the Minister for Public Expenditure and Reform. The current sick leave arrangements are as set out in the Public Service Management Sick Leave Regulations, SI 124 of 2014. The sick leave regulations may be amended from time to time by the Minister for Further & Higher Education, Research, Innovation & Science, with the concurrence of the Minister for Public Expenditure and Reform.

Under the current rules, 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.

1. *Ordinary Sick Pay*: A maximum of 92 days (includes weekends etc.) on full pay in aone 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.
2. *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.
3. *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.

An appointee who pays Class A1 PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to DIAS and payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection.

1. **Pension**

Superannuation benefits will be granted under the relevant scheme, membership of which is compulsory. A first-time new entrant to public sector pensionable employment will be a member of the Single Public Service Pension Scheme, as will a former public servant unless they had worked in a pensionable capacity in the public service (non-single scheme terms) within 26 weeks of taking up appointment. A former pensionable public servant who does not qualify for membership of the Single Scheme will be a member of the DIAS pension scheme. Appointees will be required to complete a declaration of public sector service which will include entitlements to public service pension benefits (in payment or preserved)

9. DIAS is designated as an approved organisation under Section 4 of the Superannuation and Pensions Act 1963 and the Local Government (Transfer of Service) Scheme, for transferring service for pension purposes.

10. The relevant Pension Scheme will set out the retirement age and the terms on which pension is accrued.

11. **Outside Interests.**

The post is whole time and the appointee may not engage in, or be connected with any outside business which, in the opinion of Council, would interfere or conflict with the performance of the duties attached to the post.

12. **Regulations.**

The appointee will be subject to such regulations as may be made by the Council, with the approval of the Minister for Further & Higher Education, Research, Innovation & Science, or any regulation replacing or amending such regulations.

13. **Resignation.**

An appointee who wishes to resign will be required to give four weeks’ notice of proposed termination date.