

# **Webwise Digital Content Development Officer (fixed term)**

## **Professional Development Service for Teachers (Technology in Education)**

### **Job Description and General Notes**



#### **1. Introduction**

Webwise is an internet safety initiative, managed by PDST Technology in Education. It is the Irish node of Insafe, a European network of Internet Safety Awareness Nodes. It provides teachers, parents and children with educational resources, advice and information about potential dangers on the Internet and empowers users to minimise or avoid these risks.

PDST Technology in Education (PDST-TIE) is part of the Professional Development Service for Teachers which is a cross-sectoral support service under the remit of the Teacher Education Section (TES) of the Department of Education and Skills (DES). PDST is managed by Dublin West Education Centre (DWEC).

PDST Technology in Education promotes and supports the integration of Information and Communications Technology (ICT) in teaching, learning and assessment in primary and post primary schools. The PDST-TIE's offices are based in the Dublin City University (DCU) campus in Glasnevin.

The Webwise project is co-funded by the EU and the Office of Internet Safety of the Department of Justice, Equality and Law Reform.

#### **2. The Role**

The Webwise Digital Content Development Officer will be expected to provide full administrative support on the Webwise internet safety awareness initiative of the Professional Development Service for Teachers (PDST) a support service of the Department of Education and Skills (DES). This includes the provision of web content development, online marketing and promotion, pedagogical, technical, project management and communications support. Specifically, the digital content development officer will assist in the development and promotion of online communication channels, event management, facilitation of the youth advisory panel and educational resource development.



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



Co-financed by the European Union  
Connecting Europe Facility

## Job Description

The Webwise Content Development Officer will be expected to provide full administrative support on the Webwise internet safety awareness initiative of Professional Development Service for Teachers (PDST). This may include pedagogical research and technical support as well as project management and communication support.

Main Responsibilities and Duties will include:

- Writing, editing and proofreading copy including news items, articles
- Developing and maintaining new online content, services and media assets (audio and video), working with design and technical teams as appropriate.
- Creating educational resources
- Using a Content Management System
- Contributing to the ongoing improvement of the information structure
- Writing project assessment and progress reports
- Providing full administrative support to the project to ensure efficient implementation
- Providing full accounting and administrative support to the Coordinator with responsibility for the initiative
- Work within the partnership of European projects to share and utilise European expertise to affect national awareness.
- Liaise with European partners in pursuit of most effective progress in Internet Safety Awareness in Ireland and across the partner communities.

Other communications tasks

- Contributing to meetings, reports, and communication strategies
- Assisting with the management and facilitation a youth advisory panel
- Assisting in the management of events and communicating with media

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



### 3. PROFILE & SKILLS

#### Range of Knowledge, Experience and Skills required

Candidates must have the following qualifications, experience and competencies:

- A bachelor's degree in a relevant subject (e.g., communications, education) minimum
- Some experience in coordinating and writing for educational and parenting audiences.
- An excellent command of English, both verbal and written.
- Excellent organisational skills and the ability to manage priorities and assignments
- A good work ethic, capable to work well in teams and independently, sometimes to short deadlines.

#### Desirable

It would be particularly advantageous for candidates for this post to have:

- Experience of working with web publishing tools and content management systems
- Experience of using online marketing and promotion tools
- Experience in educational resource development
- Innovative ideas and experience communicating through social media
- Experience drafting press releases and liaising with public relation and media outlets
- Experience developing and editing audio and video resources
- Thorough knowledge of safety issues relating to young persons' use of the internet
- Training/curriculum development experience
- Excellent presentation and interpersonal skills
- Irish would be an asset

*The Webwise Education Officer must meet with the PDST- Technology in learning child protection policy requirements and must be willing to obtain Garda clearance.*

*NOTE: Qualifications/eligibility may not be verified by DWEC/PDST-TIE until the final stage of the process. Therefore those candidates 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. An invitation to tests, interview or any element of the selection process is not acceptance of eligibility.*



## 4. Principal Terms and Conditions

### Tenure

The position is an 18 month fixed term contract with Dublin West Education Centre.

### Location

Successful candidates will be employed by Dublin West Education Centre and will be based in the PDST Technology in Education offices in the Invent Building, Dublin City University, Glasnevin, Dublin 9.

### Salary

The salary scale is as follows:

€37,120, €37,856, €38,596, €39,366, €40,233

Entry will be at the minimum of the scale. Subject to satisfactory performance, increments may be payable.

### Annual leave

Annual Leave entitlement will be 20 working days per year, exclusive of Public Holidays. This allowance, which is subject to the usual conditions regarding the granting of annual leave, is on the basis of a five day week.

### Hours of Work

The normal hours of work will be 37 hours net per week, from 9.00am until 5.30pm, Monday to Thursday, and 9.15am until 5.15pm on Friday. However, the appointee 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 organisation. Applicants should be willing to occasionally engage in travel, evening and weekend work as necessary.

## 5. 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 and Skills. No definitive offer of appointment can be made before sanction is given.
- The successful candidate will be appointed as soon as possible.
- Health, sick leave and general work record must be satisfactory.
- The contract will provide for a probationary period.



## Selection Procedure

- Applications should be made by submission of a CV in **electronic format to [recruitmenttie@pdst.ie](mailto:recruitmenttie@pdst.ie) by April 22nd at 4.00pm**
  - Candidates should be available to commence no later than 10<sup>th</sup> June 2019
- Late applications will not be considered.
- A selection committee will be established to carry out all aspects of the selection process.
- Candidates should note that shortlisting may apply. Applicants should note the specific requirements of the position as shortlisting will be based on the person specification as advertised.
- While you may meet the eligibility requirements of the competition and you 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 short listing 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 candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates who are, prima facie, better qualified and/or have more relevant experience. It is therefore in your own interest to provide a detailed and accurate account of your 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 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 candidates to note that the onus is on them to ensure that you 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.
- This interview will be competency based in line with the skills outlined in the person description.
- Canvassing directly or indirectly will disqualify applications.

## 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.



### **Declining an offer of appointment**

Should the person recommended for appointment decline, or having accepted it, relinquish it, PDST-TIE/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 Acts 1997 and 2003, the Data Protection Acts 1988 and 2003, and any security clearance and/or enquiries, all aspects of the proceedings, to the extent that they are managed by PDST-TIE are treated in strict confidence and are not disclosed to anyone outside those directly involved in the selection process.

### **Data Protection Acts 1988 & 2003**

When your application is received, PDST-TIE 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.

*Dublin West Education Centre is an equal opportunities employer.*



An Roinn Oideachais  
agus Scileanna  
Department of  
Education and Skills



Co-financed by the European Union  
Connecting Europe Facility