



**BIM**

# Candidate Briefing Pack

**Education and Learning Development Manager (AP)**

**Closing date for applications:**

**22<sup>nd</sup> July 2024**



**BIM is a non-commercial semi-state body, which was formally established by statute (Irish Sea Fisheries Act 1952). It is the Irish state agency responsible for developing the Irish seafood industry. It is an agency of the Department of Agriculture, Food and the Marine (DAFM) and a network of other Government Departments, semi-state agencies, national and international marine partners.**

The organisation has four business units: **Corporate Services, Development and Innovation Services, Economic and Strategic Services, Seafood Technical Services**, and these are supported by the office of the CEO. BIM's Head Office is in Dún Laoghaire, Co. Dublin. In supporting the seafood sector, BIM's staff are also strategically located in the coastal communities which they serve, including offices in Clonakilty, Galway and Killybegs. In addition, BIM's two National Fisheries colleges are located in Greencastle, Co. Donegal and Castletownbere, Co. Cork.

BIM's strategy aims to enhance the competitiveness of the Irish seafood sector focusing on the following key strategic priorities:

- Lead and nurture leadership.
- Deliver results with solutions that effect change.
- Invest for long-term growth.
- Protect our environment and our sector.

### **Our Mission**

To support and enable an increase in value creation of an Irish sustainable seafood sector, across the supply chain, from catch to consumer.

### **Our Vision**

We will partner with the Irish seafood sector in every possible way, with intent and urgency, to identify and drive the changes needed to ensure its sustainable future.

### **Our Values**

Trust  
Partnership  
Teamwork  
Inclusion  
Integrity



Role Profile	
Job Title:	Education and Learning Development Manager (AP)
Contract:	Contract of Indefinite Duration
Location:	May be based in BIM Head Office, Dún Laoghaire, Co. Dublin, or any of BIM's Regional Offices (Hybrid may also be applied for)
Reporting to:	Corporate Services Director
Business Unit:	Corporate Services
Overview of Business Unit:	<p>BIM aims to enhance the attractiveness and viability of careers in the sector, by creating recognised, accredited pathways for lifelong learning and career progression, and is a multi-site centre delivering training to a wide range of clients around Ireland, through a diverse range of location and programmes.</p> <p>The skills needed by the Irish seafood sector are evolving significantly and one of the roles of BIM is to provide support and services to upskill those who work in or may wish to enter the Irish seafood industry. This includes fishers, aquaculture operators, seafood processors, retailers and food service businesses. To address these challenges BIM has produced an ambitious Skills Strategy: The Next Wave – BIM Skills Strategy for a Sustainable Seafood Sector, 2023-2028.</p> <p>BIM's objective is to enable a career to existing and new entrants to the seafood sector that is widely recognised and appealing, offering a diverse and rewarding career path, supported by a modern, safe and professional talent pool. Acknowledging that traditional skills remain extremely important and are at the core of the training which BIM provides, new skills are also required that reflect new technology, regulations and market demands.</p> <p>BIM's two training colleges in Greencastle and Castletownbere together with the Education and Learning Development Manager and their respective teams, are part of the Corporate Services team. They work very closely with the small Skills Strategy Delivery Team of three people who report directly to the CEO. This team was established to focus on the delivery of the New Wave Skills Strategy and works closely with the Corporate Services team.</p> <p>BIM is approved by Quality and Qualifications Ireland (QQI) for delivery of training programmes leading to awards on the National Framework of Qualifications (NFQ). It is also ISO certified and approved by the Department of Transport (Marine Survey Office) for delivery of maritime training and education.</p>

## Overview of Role

The Education and Learning Development Manager will lead the technical development of the education courses provided by the two colleges and across BIM. The postholder will have a comprehensive, specialised, factual and theoretical knowledge of the third level education system in Ireland and will be able to use knowledge to solve problems creatively, make judgements which require analysis and interpretation.

The post holder will work collaboratively with a range of colleagues to facilitate decision making around education priorities and lead on designated pieces of work. The successful candidate will devise a strategy for the development of new courses that meets the objectives of 'The Next Wave', BIM's Skills Strategy and align with BIM's role in providing modern courses to the Irish seafood sector and to the fishing sector in particular.

This will include the development of new courses as well as innovations in the way that courses are delivered, taking both national policies as well as best practice internationally into account and understanding the needs and constraints relevant to the seafood sector. This to include the scoping, development and delivery of courses, both in person, hybrid and online. The post holder will provide leadership in terms of constructing courses and will work closely with the colleges and across BIM in ensuring the courses can be delivered as intended.

The post holder will engage closely with colleges in BIM and with industry and determine the education needs of clients and will work with the Department of Transport (Marine Survey Office) in securing approval as necessary.

This role will manage a small team of two people and will act as lead for cross organisational coordination of training delivered by BIM. They will also provide oversight and leadership regarding accreditation.

This is a permanent full-time post.

## Accountabilities

### Education Course Development

- Responsibility for the development of new training course content as set out in the BIM skills strategy, working closely with BIM colleges, industry and the two college Principals.
- Lead the development of the professional development of students and potential students within the seafood sector.
- Lead the cross organisational coordination of training delivered by BIM, including courses delivered by the two colleges, the two coastal training units and by BIM.
- Responsibility for the development of new programmes including apprentice schemes and micro-credentials.
- Participate as a member of the Strategic Skills Delivery Team.
- Support the facilitation of learning into practice including promotion of a positive learning environment.
- Engage in strategic partnerships with the colleges, other HEIs and the Department of Transport (Marine Survey Office) to identify opportunities for collaboration.
- Establish, evaluate and further develop strategies to ensure equity of access to education and appropriate learning and development opportunities.

### Quality Management System Leadership

- Assess education standards and lead BIM's education quality assurance and governance in relation to education, continuing professional development and revalidation for QQI for accredited courses within BIM.
- Devise strategies to improve educational quality and learner experience.
- Management and Development of new quality accreditation as appropriate including ISO.
- Lead for BIM Academic Council.



### **Team Management**

- Management and leadership of a team of two people who support and deliver a range of industry training including:
- BIM's Quality Assurance team
- Food Safety and Retail team
- Ensure the team is fully aligned with BIMs Corporate and Skills strategy.
- Manage day to day operations, workplan delivery and performance management.

### **Data / Reporting**

- Use of BIM training portal, CRM and other relevant data to create and report on range of data to support work programme, KPI reporting and strategy delivery and development.
- Produce regular reports for internal and stakeholders in relation to current and future opportunities.

### **Stakeholder engagement**

- Represent BIM at appropriate industry and stakeholder events including strategic marine skills fora.
- Collaborate and actively contribute to meetings and working groups at a national level, both internal and external to BIM linked to national priorities, sharing good practice and innovation.



### Essential Experience and Qualifications

- A 3rd level post-graduate degree in a relevant education discipline.
- Demonstrated experience of development of new training course content including innovative programming.
- Experience of developing and securing approval for innovative education programmes.
- Skilled in identifying problems and brainstorming potential solutions.
- Skilled at working independently and collaboratively with other team members, showing a flexible and inclusive approach.
- Experience of working within a quality assurance environment and a comprehensive understanding of QQI and ISO.
- Understanding of national education policies and international best practice in education as it relates to the seafood sector.
- Experience of developing an education or skills strategy.
- Strong writing and communication skills.
- Excellent communication, presentation and interpersonal skills with the ability to foster and maintain strong relationships with internal and external stakeholders.

### Desirable Experience and Qualifications

- Specialist education qualification.
- People management experience.

### Contacts

<p>Within BIM</p>	<p>The two college Principals, BIM Senior Leadership Team and wider organisation, Skills Strategy Team, BIM Training and Development Committee, BIM Academic Council.</p>
<p>Outside BIM</p>	<p>Department of Agriculture, Food and the Marine, Department of Transport (Marine Survey Office), project partners, seafood clients, seafood and marine industries (national and international), third level higher education sector, career advisors, marine safety stakeholders.</p>



## Personal Attributes Required for the Position

### Leadership:

- Takes long-term view of own work and considers beyond the day to day.
- Adopts an agile approach to change.
- Models excellent work practices and educates others through coaching, mentoring and feedback.
- Sets clear direction and goals.

### Results Orientated:

- Takes responsibilities and goal setting seriously and consistently meets expectations and goals set.

### Agility & Adaptability:

- Is creative and innovative.
- Willing and able to adapt to changing tasks and situation.
- Uses judgement to adapt to specific and changing requirements of the organisation.
- Leads others by displaying flexibility and agility in the workplace.

### Technical Expertise and Knowledge:

- Keeps themselves and their team well informed of latest advances in their professional field.
- Supports and implements the development of technical and professional expertise within the team.





Terms and Benefits
<b>Salary</b>
<p>Remuneration is in accordance with the Public Sector, Department of Finance approved Salary Scale for Assistant Principal Officer with a salary range €78,303 to €97,583 (as of 1st June 2024) per annum pro-rated with time worked.</p> <p>Appointment will be at the first point of the pay scale unless the candidate is currently employed within the public services.</p> <p>You will become a member of the Single Public Service Pension Scheme if you are not currently a member of a public sector pension scheme (or have not been a member in the past six months). Salary and Pension Scheme are subject to public sector approved norms and take account of recent service in the public sector in line with relevant circulars and rules.</p>
<b>Annual Leave</b>
<p>Annual leave entitlement for this role is 30 working days per annum pro-rated to reflect time worked. Annual leave entitlements are exclusive of Public Holidays. All leave must be approved in advance in line with BIM leave policies, by your manager or their authorised representative.</p>

**Employee Assistance Programme (EAP)**

BIM provides an independent, confidential EAP service, delivered through an external expert provider, offering professional and impartial advice, information and counselling on a range of issues including legal, financial, and health matters. This service is free to employees and is also available to immediate family members.

**Occupational Health Service**

BIM works with an independent occupational health service provider, who provides support and advice for employees who have an illness or a medical condition affecting their ability to work.

**Visual Display Unit**

Employees can avail of up to €117 back on an eye test.

**Travel and Subsistence**

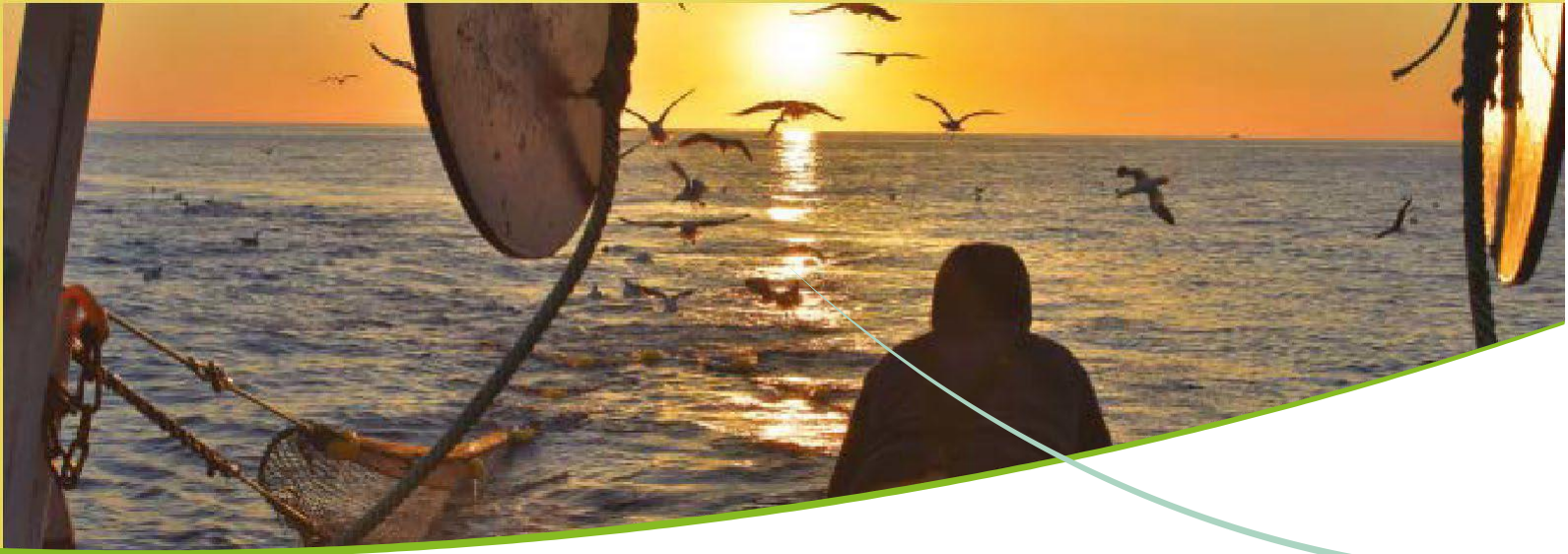
Travel and subsistence expenses for work are paid to employees required to travel for work, in accordance with approved rates.

**Taxsaver Commuter Scheme**

Employees who travel to work using public transport can avail of an annual Taxsaver ticket which provides significant savings on travel costs.

**Cycle to Work Scheme**

Employees who cycle to work or use a bicycle on part of their journey can avail of the Cycle to Work Scheme.



### How to Apply

A full C.V. together with a letter of application and [BIM Vacancy Application Form](#), summarising experience and skill-sets applicable to the position should be emailed to:

[jobs@bim.ie](mailto:jobs@bim.ie)

**The closing date for applications:**

**22<sup>nd</sup> July 2024**

Please note that there may be more than one interview stage in the recruitment process for this role and that BIM may request the selected candidates to present a short presentation on a pre-selected topic at the final interview stage. Please note that late applications will not be accepted.

This is an Assistant Principal Officer Grade and BIM is aligned with the Public Appointment Service Competency Model [PAS Competencies](#).

### Use of Data

All personal data and information submitted for this application will be solely for the purpose of this campaign, after which it will be deleted in line with BIM's General Data Protection Regulation Policy and Data Retention Schedule.

All information will be treated with the strictest confidence and accessed only by those directly involved in the campaign.

Any queries in relation to this role should be emailed to [jobs@bim.ie](mailto:jobs@bim.ie)

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**BIM is an equal opportunities employer.**



Investors in  
**Diversity**

**SILVER**