TITLE OF POST: Industry Coordinator for Immersive Software Engineering

LOCATION: University of Limerick

REPORTS TO: Co-Directors, Immersive Software Engineering

CONTRACT TYPE: Specific Purpose

SALARY SCALE: €39,044 - €56,766 p.a. pro rata

JOB DESCRIPTION

1. Job Purpose	Immersive Software Engineering (ISE) is a ground-breaking new programme with a roster of more than 40 companies in which students can advance their learning in specialised placements we call residencies. The number of companies in the ISE network is rising rapidly. An experienced industry coordinator is required to support the development of individualised residency experiences for ISE's students and ISE companies. A primary responsibility will be to create, maintain, and deepen relationships between ISE's academic and industry, to ensure all parties are delighted. The post holder will be instrumental in developing work practices and systems that enable sustainable engagement between ISE and our industry partners for the benefit of ISE's students.
2. Key Accountabilities	Design ISE residencies in consultation with ISE Management team, especially ISE's Head of Residencies, and ISE's industry partners. Research and develop best practices in workplace learning curricular models. Research and develop best practices in mentoring program models. Continually develop industry-vetted skills map and workplace competencies. Provide support to the Head of Residencies in Employer-specific projects, including workplace learning, mentoring, externships, and residencies.
3. Context	
3a Key Working Relationships & Contacts	Reporting to the co-directors of ISE. The position will have a range of contacts and collaboration points. This includes other staff within ISE, CSIS faculty and staff at the wider university and staff at many companies across the ISE network.
3b Working Environment/Special Circumstances	Mainly normal office working hours. Work outside normal working hours (lunchtime and after 17h15, weekends) is occasionally (but not regularly) required. Normal office working environment and remote working where required.
3c Job Boundaries	This position is designed to help create a brand-new kind of working and study relationship with companies. The position requires a keen focus on ISE's goals, as well as good planning and organisation skills. We are a small team that works collaboratively and intensely with one another. Well-established problem-solving skills are required in addition to being a strong communicator with colleagues and with companies in the network. The position requires an understanding of working in teams, sharing ideas and a willingness to identify new opportunities for development.
4. Dimensions Staff Customer Operational Administrative	**Budget:** None **Staff:** None **Customer:** Faculty, staff and students. **Operational and Administrative:** The position is responsible for the project management and completion of key education technology projects.

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5. Knowledge, Functional Skills, Experience & Qualifications	Requirement	Essential/ Desirable
	Knowledge	
	Demonstrated knowledge of sectors relevant to software engineering as well as knowledge and experience of the education landscape in Ireland, especially at second and third level.	Essential
	Demonstrated knowledge of managing mentoring/internship/externship programmes.	Desirable
	Demonstrated knowledge of the application of technologies to support blended and distance learning programs.	Desirable
	A demonstrable commitment to excellence and innovation in computer science education.	Desirable
	Functional/Work-based Skills	
	MS Office/MS Teams/experience.	Essential
	Ability to communicate with external stakeholders.	Essential
	Reporting skills: reporting and its coordination/management.	Essential
	Experience	
	A minimum of 2 years of demonstrable experience in industry or another organisation in placements (mentorship of interns or placement support), or in a comparable and cognate role.	Essential
	Experience in project management and execution.	Essential
	Experience in developing initiatives to facilitate meaningful conversations between students and mentors that support in-industry/workplace learning goals.	Desirable
	Experience in planning pre-internship engagements and engaging on-site or remote visits for students that provide insight into the workplace and projects ISE students are working toward and align with what students are learning across ISE.	Desirable
	Experience of mentoring and coaching interns and/or recent graduates, providing personal, professional, and technical support.	Essential
	Experience of creating and managing on-boarding procedures and processes to support interns/students joining an industry team.	Desirable
	Experience managing a technology intern program in industry-interface with higher education institutions, program design, interface with technical managers, mentors, ensuring real, useful work experience is being delivered.	Desirable
	Qualifications	
	A level 8 degree in computer science or software engineering or a cognate discipline.	Essential

6. Behavioural Competencies	Enablers of Success	Level	Comments
Customer Focus	Provides solutions to more complex issues/problems - within own area of a responsibility. Helps ISE companies to clarify their requirements; documents the conclusions reached.	3	
Planning & Organising	Works under general supervision of ISE management group, agrees role requirements.	3	

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	Performs a broad range of work, sometimes complex and non-routine, in a variety of environments. Determines when issues should be escalated to a higher level.		
Using Initiative, Achieving Goals	Works to goals set by ISE management group.	3	
Decision Making & Problem Solving	Resolves both problems that occur on a regular basis and more complex infrequent problems. Uses judgment to assess exceptions. Demonstrates an analytical and systematic approach to problem solving. Generates and evaluates alternative solutions.	3	
Effective Communication	Very effective communicator across multiple stakeholders and in multiple forms (written, audio, web, and more). Shares knowledge, experience and expertise. Can present technical information in a manner understood by a non-technical audience.	3	
Team & Collaborative working	Excellent team-worker. Willingly takes the lead when required to get things done. Enthuses others through own positive approach. Demonstrates professionalism when representing own area outside of ISE. Identifies relevant, substantive, and credit-bearing projects for students working with industry partners. Identifies and works with employers to develop in-company mentors as resources for ISE students.	3	
Effective Networking and Relationships	Creates, maintains, and deepens relationships with ISE member companies.	3	
Innovation & Creative Thinking	Proactively suggests initiatives and ideas to improve and evolve the partnership with companies and other organisations.	3	
Change, Adaptability and Flexibility	Is flexible and adapts to the changing requirements of a new kind of programme.	3	
Thinking & Acting Strategically	Identifies companies ISE could be working with in the future.	3	