



## **Innovation Manager**

The National Adult Literacy Agency is an independent expert body committed to ensuring people with literacy and numeracy difficulties can fully take part in society and have access to learning opportunities that meet their needs.

Reporting to the CEO of NALA, the Innovation Manager will be responsible for making approaches to teaching and learning more effective. They will:

- develop the agency's research capability;
- lead innovation in teaching adult literacy, numeracy and basic digital skills;
- lead the NALA programme of continuous professional development for adult educators;
- manage the agency's distance and online teaching and learning services;
- contribute to the agency's strategic plans and policies: and
- manage a team.

## **Key Responsibilities**

### **Research**

- Manage the agency's research and research team
- Oversee the strategic research agenda for NALA to include commissioning research projects and expert policy papers to support our strategic objectives
- Engage in policy analysis to include developing organisational position papers and policy submissions on relevant policy issues
- Oversee research conducted to help improve teaching and learning

- Sign off and disseminate research findings and present NALA's policy pieces to the relevant audiences including the organisation of workshops, launch events, seminars and conferences for key stakeholder groups
- Oversee the grant application process, particularly in respect of research grants
- Evaluate effectiveness and make recommendations for improvement

### **Innovation in teaching and learning**

- Support NALA in its strategic objectives to lead innovation in using technology to facilitate and support innovative teaching and learning practices
- Support practitioners and learners to utilize technology-enhanced and online learning opportunities that will meet the needs of learners

### **Continuous Professional development**

- Inform the development of practitioner events and resources to facilitate the integration of literacy and numeracy across further education and training
- Inform the development of professional development events to meet the needs of literacy and numeracy tutors, including volunteers and organisers
- Evaluate effectiveness and make recommendations for improvement

### **Distance and online teaching and learning service**

- Inform the development of e-learning including our website – [writeon.ie](http://writeon.ie)
- Manage the creation of programmes and supports, including self-directed, peer, blended, distance and e-Learning resources to help people with literacy and numeracy needs to use everyday technology and digital media

## **Oversight and Strategic Development**

### **Strategic plans and policies**

- Work with SOLAS, ETBs and other stakeholders to contribute to the implementation of the Further Education and Training Strategy, including the national adult literacy and numeracy strategy
- Build strategic partnerships including those with academics, agencies, professionals, NGOs, politicians and civil servants
- Use national and international data to monitor standards of achievement in literacy
- Monitor the progress made towards achieving targets and use this information to plan future developments

### **Leadership**

- Provide line management, set objectives, plan for improvement, evaluate results and develop and nurture team members
- Perform staff appraisals
- Contribute to strategic planning development and delivery within NALA
- Represent NALA at various national and international fora
- Ensure our Vision, Mission and Ethos are consistently reflected in all our activities
- Work closely with the CEO and colleagues to enable people with literacy and numeracy difficulties to fully take part in society and have access to learning opportunities that meet their needs

### **Qualifications and Experience**

#### **Qualifications**

- Relevant third level degree qualification required

## **Experience**

- 7 to 10 years relevant experience with at least 3+ years at management level
- Experience of research and innovation within education – ideally within adult learning or the wider education and training sector
- Proven track record of strategy development and delivery
- Highly skilled in developing contacts and building relationships with key stakeholders and partners
- Previous experience of leading and developing staff
- Previous experience of managing budgets
- Demonstrated project management experience, particularly research projects
- Demonstrated understanding of the sector

## **Skills / Competencies**

- Leadership – ability to lead the team
- Communications – strong communicator with excellent interpersonal skills and excellent writing skills
- Influencing and Negotiating – ability to build relationships, internally and externally
- Planning, Organising and Prioritising – works to optimise outputs, ability to provide evidence of impact
- Commitment to achieving the highest level of professional service – demonstrates a commitment to highest standards of quality service and outcomes

## **Other Requirements**

- Travel as required
- Full driving licence with access to a vehicle
- Availability to work flexible hours

**This job description is intended as a summary of the primary responsibilities and qualifications for this position. The job description is not intended as inclusive of all duties an individual in this position might be asked to perform either now or in the future.**

## **Pay and Conditions**

Remuneration:

The salary on offer is €65,000 per annum

Annual Leave:

Annual Leave will be 27 working days. This leave is exclusive of public holidays.

Hours of Attendance:

Working hours will be in accordance with the standard arrangements for NALA and will equate to no less than 35 hours (net of rest breaks) per week.

Location:

This position is currently based at Sandford Lodge, Sandford Close, Ranelagh, Dublin 6.

Opportunity:

Working with NALA offers the chance to see your hard work have a tangible public impact. Whatever the policy or strategy you may be working on, you are encouraged to make a difference. NALA also offers the opportunity of a challenging yet enjoyable career and although it requires hard work, facilitates a good work/life balance.

## **Other Conditions**

### Tenure:

The appointment will be for a fixed term of 5 years. The appointee must serve a probationary period, which normally will last for six months. Should the appointee's service be unsatisfactory, the appointment may be terminated at any time during the period of the contract.

### Duties:

The appointee will be expected to perform all acts, duties and obligations as appropriate to their position (which may be revised from time to time).

### Outside Employment:

The position is whole-time and the appointee must avoid involvement in outside employment or business interests in conflict or in potential conflict with the business of NALA. Clarification must be sought from management where any doubt arises.

**NALA is an equal opportunities employer**