



Register of Irish Sign Language Interpreters (RISLI)

Manager

(Full Time Specified Purpose
Contract- Maternity Leave
Cover)

Applicant Information Pack



RISLI

Register of
Irish Sign Language
Interpreters

Manager – Contents

RISLI Service Offer –	Page 3
Location -	Page 4
Job Description -	Page 5
Person Specifications -	Page 8
Required Competencies -	Page 10 & 11
Terms and Conditions –	Page 12
How to Apply -	Page 13

Register of Irish Sign Language Interpreters

- Service Offer

Register of Irish Sign Language Interpreters (RISLI) will:

- Establish and maintain a registration system for Irish Sign Language Interpreters
- Register Irish Sign Language Interpreters within a timely manner
- Set the standards for the provision of Irish Sign Language interpreting
- Support public bodies through access to a public register of interpreters
- Support professional Irish Sign Language interpreters to meet and maintain standards
- Promote social inclusion of Irish Sign Language users by supporting the use of registered interpreters including access to public bodies
- Maintain and update a publicly available register on its website and ensure that the website is assessable
- RISLI will provide Registration Certificates and Membership Cards in a timely manner to new successful applicants
- RISLI will send out Registration Renewal Letters in a timely manner
- RISLI will manage the complaints process within a timely manner
- RISLI will maintain a list of updated and publicly available policy documents covering the requirements of Irish Sign Language Interpreting

Register of Irish Sign Language Interpreters – Location

The **Register of Irish Sign Language Interpreters** will be based initially at Deaf village Ireland, Ratoath Road, Cabra, Dublin 7, D07 W94H, Ireland, with a potential to work remotely 2-3 days per week.

RISLI Manager - Job Description

Responsible to:

The Manager will report to the Chair of the Board of Directors ('the Board') in relation to employment and corporate governance matters, and to the Chair of the Panel for the Register of Irish Sign Language Interpreters (RISLI) in respect of accreditation, registration and associated matters.

Purpose of the job:

- Be responsible for the management and development of the national accreditation and registration scheme for Irish Sign Language (ISL) Interpreters in Ireland.

Main Duties:

- Be responsible for the development and delivery of RISLI objectives, in line with the company's strategy, service level agreements and action plan. To contribute, in conjunction with the RISLI Panel, to the development and implementation of a national strategy for the provision of quality-assured Irish Sign Language Interpreters.
- Manage staff and resources (including financial) allocated to RISLI.
- Manage annual budgets and reporting as required in line with funder requirements.

Management of Service Delivery

- Manage, develop and maintain a quality assured national registration scheme for Irish Sign Language Interpreters in Ireland.
- Manage communications with stakeholders, third parties and internally within the project delivery team.
- Facilitate consultation with key stakeholders on accreditation standards, Garda vetting, Certified Professional Development requirements and other matters for Irish Sign Language interpreters in order to advise the Panel.
- Identify, manage and promote the national registration scheme for Irish Sign Language Interpreters in Ireland including on-going maintenance of accreditation requirements by registered interpreters in line with the RISLI strategy and available resources to the Deaf community, practitioners, public and other services.

Leadership, Management and Team Development

- Lead, manage and motivate staff.
- Responsible for identifying and supporting ongoing training, development and support needs of team.

- Actively participate within a Performance Management Development System (PMDS) process, ensuring that this process is implemented with all paid staff reporting directly to this position.

Quality Control

- Draft, maintain and update policies and procedures to support the implementation of the Register.
- Responsible for the implementation of approved quality-control mechanisms to ensure quality assurance of ISL interpreting.
- Ensure adherence to standardised processes in relation to the registration of ISL Interpreters, management of complaints and continuing professional development requirements.
- Ensure compliance with data protection legislation and instil good practice among staff and RISLI Board and Panel Members in this regard.

Administration

- Responsible for the effective management of recording and reporting on the work of RISLI.
- Maintaining the Secretariat for the Board, Panel and its sub-committees including preparation of agendas, meeting papers, and minutes and ensuring follow up action is taken.
- Responsible for compilation of qualitative and quantitative reports for the Board, Panel and funders.
- Manage allocated financial resources and ensure the implementation of the provided financial system within financial control and budgetary guidelines as set out by the funder organisation (CIB).
- Manage contracts for professional services to include procurement in line with OGP guidelines.
- Attend meetings and provide annual and other reports / submissions as required.
- Manage Projects as required.
- Attend meetings and provide annual and other reports / submissions as required.

HR

- Ensure compliance with employment legislation and with agreed HR policies and procedures as provided for within the RISLI Staff Handbook.
- Maintain HR files and provide HR reports to the RISLI Board.
- Responsible for managing / supporting the recruitment of paid staff as in line with the company's staffing strategy and HR policies and procedures.

Promoting RISLI

- Undertake publicity and research initiatives appropriate to the development of RISLI within CIB Financial Controls and procurement requirements.

Facilities Management

- Oversee the effective maintenance and management of RISLI premises.
- Act as key liaison for all ICT issues and developments in liaison with CIB IT Support and CIB Advocacy Executive.

Health and Safety

- Ensure health and safety plan is implemented and follow all reporting guidelines regarding incidents/accidents at work.
- Participate in health and safety team and initiatives.

Other Responsibilities

- The Manager will also be required to perform other duties, appropriate to the role, from time to time.
- Be open to working unsocial hours as may be required from time to time and willingness to attend evening and occasional weekend events. (Time Off In Lieu arrangements apply in all such circumstances).

PERSON SPECIFICATION

Essential Qualifications

- A relevant 3rd level qualification (social sciences, humanities, law, HR, management, Deaf Studies - Level 8 on the NFQ framework)

AND

- Minimum of 3 years' experience in a managerial role in a broadly similar environment.

OR

- Less formal qualifications will be considered if candidates can demonstrate significant managerial or similar relevant experience (minimum 5 years) in a similar work environment.

Desirable Qualifications

- Management qualifications.
- A relevant vocational qualification, for example in Project Management, Equality Studies or Deaf studies.

Essential knowledge and experience

- *Minimum 3 years'* experience in managing and/or delivering a complex service as relevant to this role.
- Operational experience in managing and delivering change in a complex environment, as relevant to this role.
- Ability to think and act strategically while maintaining a strong operational focus
- Experience of managing a team and commitment to staff and organisation capacity building.
- Good report writing and evaluation skills.
- Strong leadership skills with a track record of innovation and implementing organisational improvements.
- High degree of personal integrity.
- Ability to monitor and evaluate quality of service outputs and outcomes.
- Excellent judgment, with flexibility and problem solving abilities.
- Experience in making presentations.
- Knowledge and understanding of Data Protection obligations.

Desirable skills, abilities and experience

- Experience of working with a regulatory body/registration system
- An understanding of the Deaf Community, or other marginalised groups
- Experience of reporting to a Board of Management or similar.
- Knowledge or experience of working with public and/or community sector organisations.
- Knowledge or experience of working with the Deaf community/ISL interpreters
- Experience developing and establishing quality assurance procedures.
- Competency in Irish Sign Language
- Networking skills.
- Experience in facilities management.
- Experience in health and safety management.

Required Competencies

- Effective interpersonal and communication skills
- Management and delivery of results
- Leadership and management skills
- Analysis and decision making skills
- Specialist knowledge and skills

RISLI Manager – Required Competencies

Competency	Definition
Effective interpersonal and communication skills	<ul style="list-style-type: none">● Effective Communication Skills● Establishes quick and easy rapport with staff, colleagues and external stakeholders● Treats others with diplomacy, tact, courtesy and respect even in challenging circumstances● Collaborates and supports colleagues to achieve organisational goals
Management & Delivery of Results	<ul style="list-style-type: none">● Ability to focus efforts and energy on successfully achieving standards of excellence in delivery of goals and objectives.● Thinks ahead, identifies opportunities and independently takes action to influence events where appropriate● Is accountable for meeting objectives to the required standard● Ability to monitor own performance as well as that of a team and takes initiative to improve performance● Structures and organises their own and their team's work effectively
Leadership and management skills	<ul style="list-style-type: none">● Ability to lead a team, encouraging, inspiring and supporting others to deliver on organisational strategies, action plans and day-to-day service requirements● Is flexible and willing to adapt, positively contributes to organisational strategies, plans and the implementation of change● Places high importance on staff development/training and maximising skills and capacity of the team

Competency	Definition
Analysis, Reporting & Decision Making	<ul style="list-style-type: none"> • Finds new ways of reporting information and improving on existing reporting processes both quantitatively and qualitatively • Identifies gaps or anomalies in policy and prepares reports and submissions • Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence
Specialist Knowledge & Skills	<ul style="list-style-type: none"> • Excellent IT, finance and administration skills with attention to detail and ability to manage and analyse data, compile, generate and distribute reports • A good understanding of administrative, financial and governance procedures and of the use of information technology

RISLI Manager – Terms and Conditions

This is a specified purpose contract (Maternity Leave cover) full-time position and is subject to satisfactory completion of a three-month probationary period. The period of probation may be extended at the discretion of the Chair of the Board. The successful candidate will be available to work 35 hours per week, (Monday to Friday). There may be a requirement to work evenings from time-to-time.

Salary: Scale range of €44,078; €45,496; €46,915; €48,334; €48,869; €50,314; €53,022; €54,252; €55,744; €57,076 (max), €57,879 (LSI1), €58,682 (LSI2 (pro rata for part time staff).

Incremental Credit: RISLI operates an incremental credit process for appointments higher than point one of the salary scale. This process is applicable to new entrants into RISLI. Incremental credit criteria, based on the competencies for the role, are assessed against employment history as laid out in the application form. A request for incremental credit from a successful candidate must be made within the first 3 months of employment. The decision on whether or not to award an incremental credit is a decision made by the Board and is subject to the availability of funding.

Pension: A company pension scheme is in place, and membership is compulsory upon commencement. Employee contribution; Minimum 5% of salary, Employer contribution; 7% of salary. Please note the RISLI has established a normal retirement age in line with the state pension age (currently 66).

Annual Leave: Calculated on a pro rata basis for part year service as follows:

- 25 days
- 26 days (upon completion of 2 years' service)
- 27 days (upon completion of 5 years' service)

Full terms and conditions are contained in a Staff Handbook, which is issued with and forms part of the Employee Contract at RISLI.

RISLI Manager – How to Apply

- A relevant application form can be accessed from the vacancy section of www.risli.ie and www.citizensinformationboard.ie
- Applicants must possess all required competencies for the role and will be shortlisted solely on the basis of information provided in their completed application form.
- Curriculum Vitae (CVs), late, incomplete or hand-written applications **will not** be considered.
- **Closing date: Monday 8th May 2023, 5pm**
- **Please email application form to: manager@risli.ie clearly marking the email “Application for RISLI Manager Position”**
- If you require any reasonable accommodation with your application due to your circumstances (e.g. an Irish Sign Language interpreter), please contact the above email address and we will try and facilitate you where reasonably practicable.
- Please note that by submitting this form you give consent to RISLI to use the information in this application form in line with our Data Protection Policy.

RISLI are equal opportunities employers