



Ollscoil na hÉireann
National University of Ireland

EXECUTIVE ASSISTANT POSTS

The National University of Ireland is a federal university with four constituent universities and a number of other associated higher education institutions. At the centre of the federal university, NUI acts as a forum for the member institutions, provides services to them and their graduates and manages the central registers and archives of the University. NUI also undertakes a wide range of activities in the interests of promoting scholarship and research and contributing to educational, cultural, social and economic advancement. NUI seeks to fill vacant posts at executive assistant level on a one-year fixed-term contract basis.

The role

As Executive Assistant, the person appointed will have responsibilities in relation to a number of NUI activities. He/she will be called on to provide secretarial and operational support to senior NUI staff in the areas concerned which include the Registrar's Office and the Registry and Records division.

Qualifications/skills required

The posts call for a professional attitude to work, a high level of interpersonal skills, flexibility and the capacity to work as a member of a team. NUI strives to achieve the highest quality in all its activities, in the services it provides to member institutions and in its interactions with the general public. Executive Assistants have an important part to play in achieving this goal.

The specific requirements of these posts are:

- Well-developed written and oral communications skills
- Well-developed IT skills
- Good organisational and administrative skills
- A sense of accuracy and an eye for detail
- Ability to work under pressure to meet deadlines
- Ability to work on own initiative.

Previous experience in a higher education (or similar) environment and a working knowledge of the Irish language will be an advantage. A third level qualification is also desirable.

Further information:

The role

Reporting to the senior officer in the area concerned, the Executive Assistant(s) will have responsibilities in relation to a number of NUI activities and will provide clerical and administrative support to senior members of staff. He/she will be involved in the preparation and circulation of documentation for meetings, preparation of promotional material, proof-reading, updating databases, data entry, communications and other operational activities connected with awards competitions and NUI events. These are busy and varied posts and the Executive Assistant(s) will be expected to work with different NUI teams from time to time.

The University hosts a small number of off site functions each year which may be held outside office hours. The Executive Assistant(s) will be required to be on duty during these events. In addition, the University organises elections from time to time and the Executive Assistant(s) will also be required to provide support at these times.

The Executive Assistant(s) will also be required to cover Reception from time to time.

Key responsibilities of the Executive Assistant(s) include:

- Preparation of documentation;
- Updating databases and registers;
- Copying and scanning;
- Record-keeping, filing and archiving;
- Managing circulation lists;
- Making travel arrangements and other bookings;
- Participating in procurement of goods and services under direction
- Proof-reading documents for publication;
- Providing information by phone, email and letter;
- Reception duties;
- Providing support for NUI events held in outside venues;
- Performing other related duties as required;
- Maintaining confidentiality in relation to NUI business.

TERMS AND CONDITIONS:

Salary

EA 2016 Consolidated Salary Scale (13 points): €22,678 - €37,343 per annum

Appointment will be made on minimum of scale and in accordance with the Department of Finance guidelines.

Different pay and conditions may apply if, immediately prior to appointment the appointee is serving elsewhere in the public sector in a position in respect of which he or she is paying the Class A, B, C or D rate of PRSI contribution.

Rates of remuneration may be adjusted from time to time in line with Government Policy.

Hours

Working hours are 37 hours per week, the timing of which is to be agreed with the Registrar in accordance with the requirements of the role and the terms of the "Haddington Road Agreement", details of which are available at:

http://www.lrc.ie/docs/The_Haddington_Road_Agreement/809.htm

See specific conditions to this post.

Holidays

23 days holidays.

Pension Scheme

All new entrants to pensionable employment at the University on or after 1 January 2013 will be members of the Single Public Service Pension Scheme, details of which are available at <http://per.gov.ie/wp-content/uploads/Single-Scheme-booklet-Final.pdf>

Membership of the University Pension Scheme is compulsory.

Incentivised Scheme for Early Retirement (ISER)

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position.

Declaration

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment, whereupon public sector pension abatement provisions may apply.

Probation

A three-month probationary period will be served during which there will be an ongoing review of performance. The probationary period may be extended at the University's discretion.

Confidentiality

The successful candidate shall throughout the period of employment keep confidential and fully protected all such confidential information as shall be entrusted to them concerning the University, or which shall come into their possession by virtue of their position with the University and its various stakeholders.

Appointment

Appointments will be subject to satisfactory health reports from the university's medical adviser.

Application process

A completed application form with curriculum vitae should be addressed to the Registrar and emailed to: **personnel@nui.ie**

Closing date: Thursday 31st March 2016

Interviews of shortlisted candidates are planned for the week commencing 11th April 2016.