



Ollscoil na hÉireann
National University of Ireland

SENIOR EXECUTIVE ASSISTANT IN THE REGISTRAR'S OFFICE

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 a vacant post at Senior Executive Assistant level in the Registrar's Office. The post will be filled on a permanent basis.

The role

As Senior Executive Assistant, the person appointed will be called on to provide administrative, operational and communications support primarily in the Registrar's Office. From time to time, the person may be required to assist other teams in NUI.

Qualifications/skills required

The post calls for a range of highly-developed skills relevant to working in a university secretariat. It requires a professional attitude to work, excellent 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 the members of the NUI Senate and member institutions and in its interactions with the general public. The Senior Executive Assistant has an important part to play in achieving this goal.

The specific requirements of this post is:

- Excellent written and oral communications skills
- Excellent IT skills including experience in the management of databases
- Excellent administration, organisational skills within an office environment
- Excellent time management skills
- A high level of accuracy and an eye for detail
- Ability to manage multiple projects simultaneously
- Ability to work under pressure to meet deadlines
- Ability to work on own initiative
- A minimum of three year's administrative/office experience
- Good telephone skills
- A third-level qualification

Experience in a higher education environment and/or a working knowledge of the Irish language will be an advantage.

Further information

The role

Reporting to the Executive Administrator in the Registrar's Office, the Senior Executive Assistant will have responsibilities in relation to day to day activities in the Registrar's Office and will provide administrative, communications and secretarial support to the Registrar. He/she will be involved in preparing and circulating documentation for meetings, writing reports, proof-reading, updating databases, data entry, preparing communications material such as press releases and content for the NUI website/social media. He/she will also participate in other operational activities connected with NUI events organised by the Registrar's Office. This is a busy and varied post and the Senior Executive Assistant will be expected to work efficiently in a changing environment and 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 Senior Executive Assistant will be required to be on duty during these events. In addition, the University organises elections from time to time and the Senior Executive Assistant will also be required to provide support at these times.

Key responsibilities of the Senior Executive Assistant(s) include:

- Providing support for the Registrar and Executive Administrator in the Registrar's Office
- Related to this, undertaking a range of general office duties, both complex and routine
- Preparing documentation for meetings and proofreading documents for circulation and/or publication
- Assisting with research of material for reports
- Drafting reports for meetings of Senate and its committees
- Attending and taking minutes at meetings
- Drafting press releases, web content and other communications material
- Updating databases and registers
- Providing information by phone, email and letter
- Making travel arrangements and other bookings;
- Participating in the procurement of goods and services under direction
- Providing support for NUI events held in house and also in outside venues
- Supporting the Registrar's Office in its role in the implementation of the NUI Strategic Plan
- Reception duties during holiday periods
- Maintaining confidentiality in relation to NUI business
- Other duties assigned by the Registrar from time to time.

TERMS AND CONDITIONS

Salary

- The starting pay for persons recruited to the university shall be at the scale relevant to the post of Senior Executive Assistant - UCD SEA Scale Ref 0123_X as follows: €37,576, €38,690; €39,350; €41,100; €42,845; €44,604; €46,364.
- An appointee with no previous public sector experience will be placed on the 1st point of the above salary scale.
- Different pay and pension conditions may apply if, within 26 weeks 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.

Pension Scheme

- In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, 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.

Additional Superannuation Contribution (ASC)

- This appointment is subject deduction of the pension related "Additional Superannuation Contribution" (ASC) in accordance with Section 4 of the Public Service Pay and Pensions Act 2017.

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.

Hours of employment

Working hours shall be 37 hours per week, excluding lunch breaks and time spent travelling to and from the University.

Holidays

25 days holidays per annum.

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 the Contract 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 Procedure

- Applications should include the following:

Cover letter (for the attention of the Registrar)
Completed application form
Curriculum Vitae

- Applications can be submitted in either format as follows:

Hard-copy: The Registrar, National University of Ireland, 49 Merrion Square, Dublin 2, D02 V583.

Email: registrar@nui.ie

- All applicants will receive an acknowledgement of their application once the closing date has passed. If you do not receive an acknowledgement of receipt of your application, or if you have any other queries regarding the application process, please contact email: registrar@nui.ie or telephone: 01-4392424 (queries can be directed to Ms Ann Milner).
- The closing date for receipt of applications is 5pm on Monday 29 April 2019.

Assessment Procedure

- Selection Panel: Applications will be considered by a Selection Panel, which will shortlist and interview candidates.
- Interview Date: An interview date in May 2019 will be agreed by the shortlisting panel and communicated to all shortlisted candidates. A notice period of no less than one week will be given to shortlisted candidates. The interviews will be held in the NUI offices, 49 Merrion Square, Dublin 2.
- All candidates will be notified of the outcome of their application in due course.

The National University of Ireland is an equal opportunities employer.