



**Ollscoil na hÉireann**  
National University of Ireland

## **Fixed-term EXECUTIVE ASSISTANT Post: NUI Conferrings and Graduate Services**

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 the vacant post of Executive Assistant on a fixed-term contract of **24** months.

### **The role**

This is a busy and varied position in the area of NUI Conferrings and Graduate Services. The successful candidate will report to the Manager of Conferrings and Graduate Services and will be called on to provide administrative and operational support to the manager and to other team members. The post-holder will be involved in processing application forms, data-entry, updating databases, liaising with graduates and with colleagues in NUI member universities and colleges, with external recruitment agencies, and other operational activities connected with Conferrings and Graduate Services.

### **The NUI Conferring and Graduate Service Unit**

NUI is responsible for issuing all of the Degree and Diploma parchments and Certificates for all of the member institutions of the NUI federation and for their

associated institutions. These documents are used at Conferring/Presentation ceremonies in the universities and colleges. NUI produces upwards of 40,000 documents per annum.

Post-graduation, the Conferings and Graduate Services team is also responsible for providing essential services to graduates of these institutions. Graduates can apply for duplicate copies of degree/diploma parchments or certificates. They can also apply for English-language versions of Latin degree and diploma parchments. The team also provides assistance to third parties, for example employers and overseas recruitment agencies, with regard to verification of graduate qualifications.

The Conferings and Graduate Services unit is entering into a period of change and development in key operational areas in keeping with changing business needs.

## **Qualifications/skills required**

The post calls for a professional attitude to work, excellent interpersonal skills, flexibility and the capacity to work as a member of a team and on their own initiative. 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.

A third-level qualification is desirable, however candidates with the Leaving Certificate qualification/equivalent plus demonstrable and relevant work experience will be considered. Experience working in a higher education environment will be an advantage.

## **The successful candidate will demonstrate:**

- A minimum of three years' administrative experience in a busy public facing office environment.
- Well-developed written and oral communications skills
- A keen sense of accuracy and attention to detail
- Ability to work under pressure to meet deadlines
- Excellent organisational and administrative skills
- Well-developed IT skills

- Adaptability and flexibility to a changing business environment

### **Key responsibilities of the Executive Assistant will include:**

- End to end processing of applications received from graduates who require duplicate or English-language versions of Latin academic documents, such as degree or diploma parchments and/or duplicate copies of English-language certificates
- Using NUI's bespoke IT-enabled systems to produce required documents and liaise with team colleagues to ensure receipt of financial payments
- Uploading student data received from NUI member institutions in advance of Conferring and Presentation ceremonies
- Meticulous record-keeping
- Dealing with the public in person and over the phone in a professional, efficient and respectful manner
- Supporting senior colleagues, as directed, on wider NUI Conferrings tasks, such as the preparation of all documentation for university conferring ceremonies
- Any other duties as directed by the Manager or his/her nominee

### **Further information**

NUI hosts a small number of onsite and offsite functions each year which may be held outside office hours. The Executive Assistant may be called upon to participate in or otherwise support these events from time to time.

In addition, the University organises elections from time to time and the Executive Assistant may also be required to provide support at these times.

### **Terms and conditions**

#### **Salary**

- The starting pay for persons recruited to the university shall be at the scale relevant to the temporary post of Executive Assistant (UCD Ref 7911) as follows:

\* €24,946; €26,267; €27,213; €28,657; €30,145; €31,347; €32,641; €33,658; €34,972; €36,308; €37,603; €38,688; €39,798.

\* 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: <https://singlepensionscheme.gov.ie/for-members/>
- 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**

- 23 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.

## **Application Procedure**

- Applications should include the following:
  - i. Completed Application form (provided)
  - ii. Curriculum Vitae (please include in this document the names and contact details of two referees from previous employments).
  - iii. Cover letter (for the attention of Ms Patricia Maguire, Head of Academic Services and Registry)

- Applications can be submitted in either format as follows:
  - i. Hard-copy: Ms Patricia Maguire, Head of Academic Services and Registry, National University of Ireland, 49 Merrion Square, Dublin 2 D02 V583
  - ii. Email: [personnel@nui.ie](mailto:personnel@nui.ie) (subject heading: EA Conferings position)
- 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: [personnel@nui.ie](mailto:personnel@nui.ie) or telephone: 01-4392424 (queries can be directed to Ms Patricia Maguire, mornings only please).

The closing date for receipt of applications is 5pm on **Monday 17<sup>th</sup> February 2020**.

## **Assessment Procedure**

- Selection Panel: Applications will be considered by a Selection Panel, which will shortlist and interview candidates.
- Interview Date: The shortlisting panel will agree an interview date in March 2020, and this will be 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 D02 V583.
- All candidates will be notified of the outcome of their application in due course.

*The National University of Ireland is an equal opportunities employer.*