



**Ollscoil na hÉireann**  
National University of Ireland

## **POST OF SERVICES OFFICER**

The National University of Ireland's premises at 49, Merrion Square Dublin 2 is the central base of Ireland's federal university. The building provides meeting rooms for the Senate of the University and its committees, and is also used as a resource by the NUI constituent universities and other groups. NUI seeks to appoint a Services Officer who will perform a range of duties essential to the smooth functioning of the building and the fulfilment of the service role of NUI. The post is based in 49 Merrion Square.

### **The role**

As Services Officer, the person appointed will have responsibilities in relation to a number NUI activities. He/she will provide support services both for internal staff and external visitors. The Services Officer will ensure that the necessary facilities, equipment and other arrangements are in place for meetings, seminars and other events, some of which are held in the evening and at weekends. In addition to these duties, the appointee will be required to deputise for the receptionist at certain periods (training will be provided) and to work as a member of a team on various projects.

### **Qualifications/skills required**

The applicant for this post should have education at least to Leaving Certificate standard. He/she should be self motivated and energetic, with good organisational skills and an eye for detail. Good communications skills in English and a professional telephone manner are essential. A relevant qualification and/or experience would be an advantage.

The post calls for a professional attitude to work, a readiness to meet the physical demands of the work, where necessary (manual handling training will be provided), 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 member institutions and in its interactions with the general public. The Services Officer will be expected to contribute to achieving this goal.

## **Further information**

### **The role**

Reporting to the Executive Administrator in the Registrar's Office, the Services Officer will have responsibilities in relation to a number NUI activities and will provide support services both for staff and visitors to NUI. He/she will liaise with those organising meetings, seminars and other events, identify what needs to be provided and ensure that the necessary facilities and arrangements are in place in good time. As some functions are held after normal working hours and at weekends, flexibility of working hours will be required.

The Services Officer will liaise with the Head of Administration to assist with general maintenance of the building. The person appointed will be expected to work on his/her own initiative and be pro-active in keeping senior management updated on matters requiring attention.

The Services Officer will be responsible for stock control and ensuring continuity in the supplies required by the organisation, re-ordering these as required.

Working in the Reception area, the Services Officer will be required to deputise for the receptionist at certain periods (training will be provided) and will also work as a member of a team on various projects.

### **Key responsibilities of the Services Officer include:**

- Organising the day-to-day operation of facilities in the NUI building and provision of services in a timely manner
- Contributing to the efficient and effective running of the organisation and ensuring that the building is kept neat and tidy
- Post room duties – organising the collection and distribution of all incoming and outgoing mail
- Supporting the Senior Management team in liaising with maintenance contractors
- Managing stock and ensuring continuity of supplies to the organisation
- Procuring office supplies, including canteen supplies, in a cost effective and timely manner
- Liaising with members of staff and others using the premises for meetings, seminars, book launches and other events; ensuring that rooms are set up and ready in good time and that facilities required are tested and in place. This may also include setting up rooms for caterers
- Contributing to the maintenance of NUI archives and providing support for researchers visiting the archives (training will be given)
- 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**

2013 (2010) EA Salary Scale: €24,583 - €37,343 per annum

2013 (2011) EA Salary Scale: €22,125 - €33,609 per annum\*

\* Applicable as of 01 January 2011 to all new entrants to the public sector.

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**

This is a full-time post. 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](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**

This is a permanent position. Appointment will be subject to a satisfactory health report from the university's medical adviser.

**Application process**

Completed application form with curriculum vitae should be made to  
The Registrar  
National University of Ireland  
49 Merrion Square  
Dublin 2

**Closing date: Friday 20 March 2015**