



**Ollscoil na hÉireann**  
National University of Ireland

### **Fixed-term RECEPTIONIST/EXECUTIVE ASSISTANT POST (24 Month contract)**

The National University of Ireland (NUI) 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 Receptionist/Executive Assistant level on a fixed-term twenty-four month contract.

**Note:** The job description below reflects the nature of the role in normal times. Currently, in accordance with government requirements, the office is closed other than to essential visitors, most members of NUI staff work from home and meetings are held virtually. While these restrictions remain in force, the receptionist will work partly from home, alternating reception and switchboard duties with a colleague.

#### **The role**

The Receptionist/Executive Assistant will be a member of the staff of the Registrar's office. Reporting to the Executive Administrator in the Registrar's Office, the person appointed will be responsible for managing Reception, greeting visitors to the office, supporting the switchboard, dealing with incoming and outgoing post. In addition, they will provide daily administrative/clerical support principally to the Registrar's office and also to other teams, from time to time.

NUI hosts a limited number of functions both on and off site each year. Some of these events are held wholly or partly outside normal office hours. The Receptionist / Executive Assistant will be required to be on duty during these events. In addition, the University organises elections from time to time and the Executive Assistant will also be required to provide support at these times.

**Key responsibilities of the Receptionist/Executive Assistant include:**

- Managing Reception area
- Communicating with visitors
- Managing switchboard
- Updating databases and registers
- Copying and scanning
- Record-keeping, filing and archiving
- Managing circulation lists
- Arranging meetings
- Making travel arrangements and other bookings
- Providing information by phone to members of the public
- Developing a level of knowledge in some aspects of NUI regulations to facilitate prompt service to callers
- Providing support for NUI events held in house and in outside venues
- Performing other related duties as required
- Maintaining confidentiality in relation to NUI business.

**Qualifications/skills required**

The post calls for a professional attitude to work, interpersonal and communications 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 Receptionist/Executive Assistant has an important part to play in achieving these goals.

The specific requirements of the post are:

- Excellent communications skills in English
- Good telephone manner
- Well-developed IT skills
- Good organisational and administrative skills
- A care for accuracy and an eye for detail
- Ability to work under pressure to meet deadlines
- Ability to work on own initiative
- Adaptability and flexibility in a changing business environment
- Well-developed written and oral communications skills
- A minimum of one year's Receptionist/administrative experience in a similar setting.

A third level qualification is desirable. Experience in a higher education environment and/or a working knowledge of the Irish language will be an advantage.

## **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 as follows:

\* €25,445; €26,792; €27,757; €29,230; €30,748; €31,974; €33,294; €34,331; €35,671; €37,034; €38,355; €39,462; €40,594.

\* 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 to 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. Working hours may be changed in the context of changing business environment. Attendance may also be required, outside of normal office hours, from time to time, to support functions hosted by NUI, inhouse or at outside venues.

#### **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) Cover letter (marked for the for the attention of Ms Ann Milner, Executive Administrator, Registrar's Office)
- (ii) Completed Application form
- (iii) Curriculum Vitae

Applications should be submitted **by email only to:** [registrar@nui.ie](mailto:registrar@nui.ie) (marked EA Reception)

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 email your enquiry to: [registrar@nui.ie](mailto:registrar@nui.ie) or phone Ann Milner on 01 4392421.

The closing date for receipt of applications is **Friday, 26 March 2021** at 5pm.

#### **ASSESSMENT PROCEDURE**

- Selection Panel: Applications will be considered by a Selection Panel, who will shortlist and interview candidates.
- Interview Date: An interview date in **April 2021** 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 **virtually via MS Teams**.
- All candidates will be notified of the outcome of their application in due course.

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