



Ollscoil na hÉireann
National University of Ireland

SENIOR EXECUTIVE ASSISTANT POST

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 is seeking to make a permanent appointment of a Senior Executive Assistant who will be based in the Registrar's office.

Equality and Diversity

NUI is fully committed to equality, diversity and inclusion in all University activities, including recruitment. The University welcomes applications from individuals regardless of gender, age, disability, race, ethnic origin, sexual orientation, religion or belief, civil status, family status, or membership of the Traveller community.

The role

As Senior Executive Assistant, the person appointed will have responsibilities in relation to a number of NUI activities. They will be called on to lead delivery and implementation of NUI's strategic aim to improve communications with our member institutions and externally. They will also provide support for events organised by NUI, for committees of NUI and for academic matters.

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. 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. Senior Executive Assistants have an important part to play in achieving this goal.

The specific requirements of these posts are:

- Excellent written and oral communications skills
- Experience of using various social media platforms and an understanding how these can be deployed in various scenarios in a professional context
- Experience of working with external agencies to deliver professional material from an events or marketing perspective
- Knowledge of design packages and experience of developing content for social media platforms using these package
- Understanding of the HE landscape
- Proficient in Irish (Desirable)
- Excellent IT skills

- Excellent administration and time management skills
- A high level of accuracy and an eye for detail
- Ability to manage multiple projects / tasks simultaneously
- Ability to work on own initiative
- Ability to adapt to change and work in an evolving environment
- Three years' administrative experience (two if directly relevant experience)
- A third level qualification

Further information:

Responsibilities

The successful applicant will be responsible for

- Leading the delivery and implementation of the communication elements of NUI's new strategy statement including:
 - Supporting a revised approach to engaging with our member institutions
 - Ensuring NUI has a visible presence on social media
 - Maximising exposure of NUI events and initiatives
 - Supporting the development of a communications plan/strategy for NUI
 - Play a lead role in ensuring the successful organisation, planning and delivery of NUI events
 - Manage the booking and logistics for external events hosted by NUI ensuring a positive experience for stakeholders.
- Provide administrative support to the operation of Senate meetings.
- Provide secretariat services to the Education & Society Committee
- In conjunction with the Manager of Academic Affairs ensure the extern examiner system continues to operate effectively.
- Contribute to the effective operation of the matriculation system
- Play a central role in internal and external communications from a general perspective but also supporting the correspondence workstream within the Registrar's Office
- Other Duties as required

Competencies

The successful candidate will be show strengths in the following areas

- Collaboration/Teamwork
- Planning & Organisation
- Interpersonal Skills
- Management and Delivery of Results
- Drive & Commitment to NUI values

TERMS AND CONDITIONS:

Salary

SEA 95 UCD-2010 Salary Scale (7 points): €39894 - €49105 per annum

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

Different pay and pension 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 35 hours per week, the timing of which is to be agreed with the Registrar.

Holidays

25 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 and letter of application (addressing how you meet the qualifications/skills required) should be forwarded either by Email to personnel@nui.ie (preferred method) or by Hard-copy sent to Registrar's Office, National University of Ireland, 49 Merrion Square, Dublin 2

Closing date: Friday 14th October 17.00

Interviews of shortlisted candidates are planned for the week commencing 1-November-2022