



JOB DESCRIPTION

Junior Executive Assistant Human Resources Department Fixed term 1-year contract

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

The Human Resources Department

Dublin City University is organised around five academic faculties with their associated Schools and Research Centres. There are also a number of supporting offices and units together with campus companies. The Human Resources (HR) Department is a central administrative department, which is responsible for providing a complete human resources service to these faculties, departments and campus companies.

Role Profile

The post-holder will report to the Senior Executive Assistant and will assist in providing comprehensive administrative support primarily to the HR Director. In addition, when required the postholder will provide administrative support to the Deputy HR Directors and members of the HR Management team.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Assist in managing the diary for the HR Director
- Operate as a point of contact with staff and the public as appropriate to respond to queries and for the completion of assigned tasks.
- Provision of primary administrative assistance to the HR Director
- Scheduling of meetings and room bookings.
- Typing of documents, correspondence and presentations requiring use of MS Office applications, the web and email;
- Assist in the collation, preparation and presenting of reports and materials for both regularly occurring and ad hoc University meetings and events including:
 - Governing Authority
 - University Executive
 - Budget Committee and Pre-Budget Committee
 - SIS Steering Group and Resource Management meetings
- Assist in maintaining the following processes in conjunction with the Senior Executive Assistant, HR Operations Manager and the HR General Office:
 - Sabbatical Leave
 - Leave of Absence
 - Adjunct & Emeritus applications
- Assist in maintaining all appropriate records and correspondence (including Government Directives) both in paper format and on the Document Management System (using 'Therefore')
- Acting as secretary to committees, board and working parties and act in a minute taking capacity for any other relevant formal meetings
- Assist in the provision of administrative support for Senior Recruitment and Selection competitions
- Maintaining appropriate records and files and update and maintain appropriate webpages
- Provide administrative support to Department wide projects
- Undertaking of such duties and responsibilities as may be assigned from time to time.

Qualifications and Experience

The successful candidate will have the following:

- Candidates must hold a Leaving Certificate, a recognised administrative/secretarial qualification (FETAQ level 5) or equivalent and have at least three years' relevant experience in an office environment.
- Have a strong customer/stakeholder service focus
- Ability to deal with confidential and sensitive issues in a discreet and professional manner
- Excellent written communication and interpersonal skills, with strong attention to detail
- An ability to work effectively as part of a wider administrative team
- Ability to work under pressure, multitask, prioritise tasks and work to deadlines
- Strong IT skills with particular focus on MS Word, PowerPoint, Web and Email
- Experience with event coordination, working in education or in a similar sector would be advantageous