Post Specification (Comp: 033357)

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<tr>
<th>Post Title:</th>
<th>Executive Officer ADAPT Centre</th>
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<td>Post Status:</td>
<td>Specific Purpose Contract full-time (approx. 2 years)</td>
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| Department/Faculty: | ADAPT Centre, Centre for Digital Content Technology  
Trinity College Dublin, the University of Dublin |
| Location: | School of Computer Science & Statistics, O’Reilly Institute, Trinity College Dublin, the University of Dublin  
College Green, Dublin 2, Ireland |
| Reports to: | Office Manager & Director of Operations |
| Salary: | Appointment will be made on the Executive Officer pay scale at a point in line with Government Pay Policy  
[€25,460 to €42,035 per annum]. Please note: New Entrants to the Public Sector will be appointed at the 1st point of the scale. |
| Hours of Work: | 37 hours per week |
| Closing Date: | 12 Noon (Irish Standard Time) 25th March 2019 |

The successful applicant will be expected to take up post as soon as possible.

Post Summary
The ADAPT Centre, the centre for digital content technology, hosted by the School of Computer Science and Statistics is seeking to appoint a highly organized and motivated Executive Officer to provide administration support for the Centre’s academics. The role of the Executive Officer will be to carry out day to day administrative duties including liaising with internal and external stakeholders and will be the first point of call for Centre related queries.
Further Information

Informal enquiries about this post should be made to Monica Lechea
(monica.lechea@adaptcentre.ie)

Standard Duties and Responsibilities of the Post

- Provide secretarial support, including acting as secretary to key ADAPT scientific and management committees
- Support the Centre’s Principle Investigators in the administration of the Centre activities with respect to scheduling, communications, logistics, event management and other functions/duties as required
- Planning logistics; booking meeting rooms, organising catering, circulating agendas & minutes
- Organise travel and/or accommodation for ADAPT Directors, visitors and external stakeholders
- Support the Space Management Committee; liaise with Estates & Facilities & track queries, manage door access controls to ADAPT labs
- Provide administrative support to ADAPT Principle Investigators & Research Leaders
- Act as main point of contact for general enquiries to the Centre through phone or mailing list info@adaptcentre.ie
- General Office duties including, maintaining accurate records, answering queries, providing information on ADAPT facilities, policies and procedures
- This role will require building strong working relationships with many academic departments and administrative units across College

Funding Information

The ADAPT Centre is funded by Science Foundation Ireland and The European Research Development Fund
Person Specification

Knowledge & Experience (Essential)

- 3 years of relevant work experience in an administration environment
- High level of competency in MS Office applications
- Strong typing skills and minute taking experience
- Excellent interpersonal, organizational and communication skills
- The ability to work both on own initiative and as part of a team

Skills & Competencies

- Interpersonal skills: must have the ability to communicate effectively with students and staff, both within the Department, and also across the wider College Community, and to foster good relationships within the College and in partner institutions.
- Problem Solving: proven experience in the effective analysis and synthesis of relevant data capable of working on own initiative and able to priorities tasks and work under time constraints; ability to manage a complex and changing workload.
- Flexibility: must be able to work within a busy Departmental environment, both as part of a team and also alone and unsupervised, with the capacity to respond to unexpected demands by taking the initiative.
- Communication: Written communication must have the ability to produce letters and documents to a high standard. Oral communication demonstrating the ability to interact with people at all levels, both internal and external to the organization, and communication with a high level of initiative, tact, diplomacy and confidentiality.
- Analytical skills: Strong application of numerical skills.
- IT Skills: Highly developed computer skills with use of IT as a driver of efficiency: experience of spreadsheet applications and database software, website maintenance etc.
Application Information

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.

- Applicants must have at least 3 years of relevant work experience and should clearly address this experience and how they obtained their knowledge in their application.
- An understanding of the research environment is essential
- Illustrate, through past example, their ability to work on their own initiative and resolve problems

Please Note:

- Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage.
- Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

ADAPT is Ireland’s global centre of excellence for digital content technology. Led by TCD, it combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 120 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. With €50M in new research funding from Science Foundation Ireland and industry, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors and drive back the frontiers of future Web engagement.
Further Information for Applicants

URL Link to Area  
https://www.adaptcentre.ie/

URL Link to Human Resources  
https://www.tcd.ie/hr/

Trinity College Dublin, the University of Dublin

Trinity is Ireland’s premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University’s establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed 18 broad-based multidisciplinary research themes that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity’s researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland’s first purpose-built Nanoscience research institute,
CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity’s researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University’s flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University’s internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity’s campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity’s Library is the largest research library in Ireland and is an invaluable resource to Trinity’s students and research community. Built up over the four centuries of the University’s existence, the Library’s collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library’s holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe’s only representative in the world’s top-50 universities.
Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity’s graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

**Ranking Facts**

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104th in the world and using the Times Higher Education World University Rankings methodology Trinity is 117th in the world.

- No. 1 in Ireland for academic & employer reputation, research impact, international students & faculty *QS 2019*
- No. 1 in Ireland for research reputation, teaching reputation, international outlook, *THE 2018*
- 104th *World QS 2018*
- 117th *World THE 2018*
- 45th *International Outlook THE 2018*
- Top 50 in four subject areas & top 100 in 16 subject areas *QS 2018*

**Overall**

- Trinity is Ireland’s No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
• Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
• Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
• Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
• Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook’s independent analysis.²

Internationalisation

• Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

• Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
• Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Subject Rankings:

• Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
• Trinity’s Top 50 subjects include Nursing (25th), Classics (28th), English (28th) and Politics (43rd).
• Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.

¹ http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT
The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57th), Life Sciences & Medicine (87th), and Engineering & Technology (89th).

Research Themes

- Ageing
- Cancer
- Creative Arts Practice
- Creative Technologies
- Digital Engagement
- Digital Humanities
- Genes & Society
- Identities in Transformation
- Immunology, Inflammation & Infection
- International Development
- International Integration
- Making Ireland
- Manuscript, Book and Print Cultures
- Nanoscience
- Neuroscience
- Telecommunications
- Smart Sustainable Planet
- Next Generation Medical Devices
The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University’s selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://www.djei.ie/en/What-We-Do/ Jobs-Workplace-and-Skills/ Employment-Permits/ Employment-Permit-Eligibility/ Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://www.djei.ie/en/What-We-Do/ Jobs-Workplace-and-Skills/ Employment-Permits/ Employment-Permit-Eligibility/ Ineligible-Categories-of-Employment/. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.
Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity’s Diversity Statement can be viewed in full at https://www.tcd.ie/diversity-inclusion/diversity-statement.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant’s former Irish Public Service Employer in the first instance.
Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

http://jobs.tcd.ie

If you have any application queries, please contact:

Lisa Hynes
Human Resources, House No. 4,
Trinity College Dublin, the University of Dublin
Tel: +353 1 896 3327
Email: lihynes@tcd.ie