## **Job Description and Terms & Conditions**

**Job Description –** Administrative Assistant in Astronomy & Astrophysics (A&A), Dublin Institute for Advanced Studies, Dunsink Observatory.

**Job Grade:** Clerical Officer

**Job Title:** Administrative Assistant

**Responsible To:** Head of A&A Section and Senior Academic nominated by Head of A&A Section

**Reporting To:** Technical Officer in A&A Section nominated by the Head of A&A Section

**Job Summary**

Working alongside the academic, technical, and education staff, the Administrative Assistant will provide administrative support to the Astronomy & Astrophysics Section, assisting staff and students with the day-to-day running of their research and engagement activities. Previous administrative experience is essential, with experience in an academic research environment desirable.

**Essential skills for the post:**

* Previous administrative experience.
* Strong verbal and written communication and organisational skills.
* Self-motivation, proactivity and problem solving skills.
* Strong office computer skills.

**Highly desirable skills:**

* Demonstrated interest in astronomy and public engagement.
* Willingness to be flexible on a day-to-day basis.
* Experience of research project management in an academic research environment.
* Knowledge of project funding structures and systems in both the European Commission and national bodies.

**Principal responsibilities:**

* Ordering day-to-day supplies for the Section and processing Purchase Orders for research and education projects.
* Managing Petty Cash for the Section.
* Checking staff and student travel requests and expense reports, including liaising with the Finance Office for payment processing.
* Providing administrative support (including liaising with HR) for recruitment of new staff and students and overseeing scholarship administrative tasks.
* Assisting with new staff/student inductions and keeping relevant Section documentation up-to-date.
* Assisting Technical and Education Officers with project monitoring and reporting for externally funded projects.
* Administrative support for seminars and conferences being hosted by the Section.
* Assisting Education Officer with setup and running of Observatory events.
* Managing Observatory phone and email queries.
* Liaising with Facilities Officer, contractors, and suppliers to organise onsite visits, deliveries etc.
* Managing onsite accommodation and administrative support for research visitors.
* Assisting Technical Officers with Health and Safety checks onsite, with oversight of Section requirements.
* Supporting general activities of students, researchers and staff in the Section.
* Supporting consortia partner and stakeholder engagement.
* Other administrative duties assigned by the Head of Section or Senior Academic or Technical Officer nominated by the Head of Section.

**Training:**

* Where necessary training will be provided.

**General Terms & Conditions for Clerical Officer Appointments:**

1. **Status**

 The appointment will be on a full-time, pensionable basis. The person appointed will be required to serve a probationary period of six months and if his/her service is satisfactory his/her appointment will be confirmed by Council at the end of the probationary period. If it becomes clear that the person is unsuitable for permanent appointment owing to his/her failure to satisfy Council as regards attendance, conduct or general efficiency, his/her appointment may be terminated. The appointee will not be finally appointed to a permanent post until he/she is specifically certified by the Council on the recommendation of the Head of Section as having, during the period of probation, proved suitable for permanent appointment as regards health, conduct and general efficiency and as regards his/her oral and written proficiency in Irish.

2. **Duties**

 The appointee will be required to perform any duties assigned to him/her, from time to time, by the Council of DIAS as appropriate to the post.

1. **Location of Post**

 The post of Administrative Assistant in the Astronomy & Astrophysics Section is based primarily at DIAS Dunsink Observatory but the person will also be required to work at 31 Fitzwilliam Place, Dublin 2. Travelling expenses and subsistence allowances will be payable at rates fixed, from time to time, by the Minister for Further & Higher Education, Research, Innovation & Science, on the recommendation of the Council and with the concurrence of the Minister for Public Expenditure & Reform, in respect of authorised absences from home and headquarters on DIAS business.

1. **Salary**

 The post holder will be paid at the rate applicable to the grade of the Clerical Officer Scale as recommended by the Council of DIAS with the approval of the Minister for Further & Higher Education, Research, Innovation & Science and the consent of the Minister for Public Expenditure & Reform. The current New Entrant (PPC) salary scale ranges from €29,293p.a. rising by 15 annual increments to €46,447p.a. This rate will apply where the appointee is a new entrant or is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. A lower rate will apply where the appointee is a civil or public servant recruited before 6thApril 1995 who is not required to make a Personal Pension Contribution. For persons entering the Public Sector for the first time, the starting pay will be at the minimum of the scale.

1. **Hours of Work**

 The person will be required to work 35 hours net per week, Monday to Friday.

1. **Annual Leave**

 The annual leave allowance for the post is 22 working days, rising to 23 after 5 years service, 24 after 10 years service, 25 after 12 years service and 26 after 14 years . This is exclusive of bank and public holidays but inclusive of Christmas closure days. Leave is granted in accordance with the Organisation and Working time Act 1997. The statutory leave allowance (20 days) must be taken in the leave year in which it accrues or within six months of the start of the next leave year.

1. **Sick Leave**

 Paid sick leave may be granted to the appointee in line with the sick leave arrangements applicable in DIAS as authorised by the Minister for Education and Skills with the concurrence of the Minister for Public Expenditure and Reform. The current sick leave arrangements are as set out in the Public Service Management Sick Leave Regulations, SI 124 of 2014. The sick leave regulations may be amended from time to time by the Minister for Further & Higher Education, Research, Innovation & Science, with the concurrence of the Minister for Public Expenditure and Reform.

Under the current rules, the maximum *uncertified* sick leave allowance of full time staff is seven days in a rolling period of twenty-four months. Certified sick leave entitlements are as follows.

1. *Ordinary Sick Pay*: A maximum of 92 days (includes weekends etc.) on full pay in aone year period, followed by a maximum of 91 days (includes weekends etc.) on half pay, subject to a maximum of 183 days (includes weekends etc.) in a rolling 4 year period.
2. *Critical Illness Sick Pay*: Access to a maximum of 183 days (includes weekends etc.) on full pay, followed by a maximum of 182 days (includes weekends etc.) on half pay, subject to a maximum of 365 days (includes weekends etc.) in a rolling four year period.
3. *Temporary Rehabilitation Pay*: Following periods of sick leave there will be a provision for Temporary Rehabilitation Pay for individuals who need a longer period of time to address their health needs.

An appointee who pays Class A1 PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts directly to DIAS and payment during illness will be subject to the appointee making the necessary claims for social insurance benefit to the Department of Social Protection.

1. **Pension**

 Pension benefits will be granted under the relevant scheme, membership of which is compulsory. A first-time new entrant to public sector pensionable employment will be a member of the Single Public Service Pension Scheme, as will a former public servant unless they had worked in a pensionable capacity in the public service (non-single scheme terms) within 26 weeks of taking up appointment. A former pensionable public servant who does not qualify for membership of the Single Scheme will be a member of the DIAS pension scheme. Appointees will be required to complete a declaration of public sector service which will include entitlements to public service pension benefits (in payment or preserved)

9. DIAS is designated as an approved organisation under Section 4 of the Superannuation and Pensions Act 1963 and the Local Government (Transfer of Service) Scheme, for transferring service for pension purposes.

10. The relevant Pension Scheme will set out the retirement age and the terms on which pension is accrued.

11. **Outside Interests.**

 The post is whole time and the appointee may not engage in, or be connected with any outside business which, in the opinion of Council, would interfere or conflict with the performance of the duties attached to the post.

12. **Regulations.**

 The appointee will be subject to such regulations as may be made by the Council, with the approval of the Minister for Further & Higher Education, Research, Innovation & Science, or any regulation replacing or amending such regulations.

13. **Resignation.**

 An appointee who wishes to resign will be required to give four weeks’ notice of proposed termination date.