**SENIOR ADMINISTRATOR**

Applications are invited for a senior management position in the Educational Research Centre on the DCU Drumcondra campus (formerly St Patrick’s College).

**The Centre**

The Educational Research Centre (ERC) is a statutory body responsible for conducting research, assessment and evaluation in education. The ERC was initially established on the campus of St. Patrick’s College, Dublin in 1966 and was subsequently established as an independent statutory agency under the aegis of the Department of Education and Skills in September 2015, by means of the *Educational Research Centre (Establishment) Order 2015, S.I. 392 of 2015.* This Statutory Instrument sets out the functions of the Centre and outlines the roles of members of the Centre’s board and its staff.

The functions of the ERC are to:

* conduct independent research on all aspects of education and at all levels of the education system including research that will inform policy making and the improvement of educational standards
* provide an assessment support service to schools and centres for education (including the development and provision of standardised tests and other assessment instruments).

## Much of the Centre’s research is done on behalf of the Department of Education and Skills (DES). The Centre also undertakes research for other agencies (e.g., the National Council for Curriculum and Assessment (NCCA). Elements of the research programme are initiated by the Centre itself.

## Standardised tests are made available to schools through the Centre’s Test Department which is located in separate premises on Richmond Road close to the St Patricks campus.

**The Role**

The person appointed will oversee all aspects of the administration of the Centre. In conjunction with the Chief Executive Officer (CEO), the person appointed will be responsible for governance issues, financial management, human resources and general office administration. S/he will be assisted by a Higher Executive Officer and/or Executive Officer in most areas.

Liaison with the DES is an important part of the role. S/he will also be required to attend meetings and workshops for administrators in other public bodies.

**Governance**

The person appointed will serve as secretary to the Board of the Centre and its Audit and Risk Committee. S/he will ensure that Board members have supports that they need to perform their roles. More generally, in relation to governance, the Senior Administrator will have a key role in

* strategic planning and development of Centre policy as a member of a management group along with senior research staff
* ensuring compliance with codes of practice for the governance of public bodies
* the preparation of reports for the Department of Education and Skills including progress reports on implementation of previously agreed plans
* the development of policies in a wide range of areas (e.g., protected disclosures, data sharing)
* dealing with legal issues including an existing deed of trust and the negotiation of a lease with Dublin City University (DCU).

**Financial Management**

In conjunction with the CEO, the Senior Administrator will prepare

* annual budgets for the Centre as a whole and for individual research projects
* annual accounts for auditing with assistance
* income and expenditure reports to be submitted to the Department of Education and Skills on a quarterly basis.

**Human Resources**

The Senior Administrator will be involved in the recruitment of staff and will be responsible for

* the maintenance of staff records
* the organisation of staff training
* the provision of advice to staff in relation to the terms and conditions of their employment
* the review of contracts where appropriate.

**General Office Administration**

The Senior Administrator will be responsible for

* the management and maintenance of the Centre’s premises including liaising with DCU Estates Office
* the procurement of supplies and services including those required for specific projects
* the management of financial services including creditors and payroll systems
* the supervision of all administrative staff including those in the Centre’s Test Department and temporary staff employed to work on large scale research projects.

**The Candidate**

The person appointed will have a third level qualification in a relevant area (e.g., public administration or law) with a minimum of 5 years relevant experience at least some of which, preferably, is in a research environment.

S/he will have

* excellent organisational and communication skills
* a high level of accountability
* an ability to review and improve structures and efficiencies
* an ability to address complex organisational demands, including staff and policy development
* familiarity with governance and corporate matters
* the ability to manage challenging demands and priorities
* commitment to quality results
* an open-minded approach to problem solving.

Essential personal qualities required for this position include commitment, patience and empathy.

**Salary Scale:** €65,837 - €81,485

Appointment will be made on the appropriate point of the Assistant Principal Officer scale, in line with current Government pay policy.

Applications to include a cover letter with a curriculum vitae and the names of two referees**, by 5.00 pm on Friday April 27, 2018** to*savacancy@erc.ie*

Emailed applications will generate an automated response. If you do not receive a response shortly after you submit your application please contact the Centre at 01 837 37 89.

***The Educational Research Centre is an Equal Opportunities Employer.***

Candidates should note that interviews will be held as soon as possible.