**HIGHER EXECUTIVE OFFICER**

**JOB SPECIFICATION**

Applications are invited for a Higher Executive Officer (HEO) 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 assist the Chief Executive Officer (CEO) and the Senior Administrator with the administration of the Centre. As a new statutory body, the ERC still has a large number of procedures, policies and overall organisational matters to review or implement. In conjunction with the Senior Administrator, the person appointed will be responsible for supervising and putting in place a number of processes within the organisation (relating to items such as data protection, procurement, health and safety, facilities, FOI, EPI, risk management). The person will also be the liaison person for research project administration and general office administration matters. S/he will be assisted by Executive Officers in some areas.

The position is likely to evolve with the development of the organisation and a high degree of flexibility will be expected from the person to adapt to the changing demands of the organisation.

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

The work will involve some or all of the five categories listed below:

**Procedure and policies**

The person appointed will review (and update where necessary) existing processes to ensure compliance with best practice. This might include, for example, updating procurement, governance and accounting policies. More generally, the HEO will look at the Centre as a whole and be proactive in handling any gaps in the organisation’s obligations. More generally the person will have a key role in

* reviewing and updating existing procedures and identifying gaps in processes and policies.
* ensuring that working procedures and operations are compliant with relevant legislation and established good practice in a wide range of areas
* prepare reports for the CEO and the Board including progress reports on implementation of previously agreed plans
* the development of policies where gaps are identified (e.g., data sharing)

**Project Administration**

In conjunction with the Senior Administrator, the HEO will ensure that new projects are logged and that all administrative requirements are complied with (e.g. data protection, procurement etc). This will involve

* regular review with managers of research projects
* supervision and regular review of project logistics and administration

**Facilities**

The HEO, with the help of an Executive Officer, will be responsible for all issues relating to facilities and general building issues. This will involve

* regular contacts with the Estates office in DCU
* regular inspection of the building to prevent future issues
* management of the maintenance and development of the Centre’s premises
* dealing with any issue arising relating to the building
* dealing with suppliers where relevant
* ensuring compliance with health and safety matters

**Human Resources**

The HEO will assist the Senior Administrator with the recruitment and administration of staff and other HR matters, and will be responsible for

* administration support for recruitment campaigns
* induction of new staff
* other HR matters as required.

**General Office Administration and Finance**

The HEO will be involved in the monitoring of some budgets and will be the Health and Safety Officer, Data Protection Officer and Freedom of Information point of contact.

**The Candidate**

The person appointed will have a third level qualification in a relevant area and at least 3 years experience in an administrative role.

* excellent organisational and communication skills and an ability to combine team work with initiative taking
* experience in managing staff
* a track record in managing projects
* a high level of proactivity
* an ability to review and improve structures and efficiencies
* an ability to develop and update policies
* an ability to address complex processes and adapt to new organisational demands
* 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 flexibility.

**Salary Scale:** €47,552 - €59,885

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

Applications quoting “HEO vacancy” to include a cover letter with a curriculum vitae and the names of two referees**, by 5.00 pm on Friday 29 June , 2018** to*heovacancy@erc.ie*or by post to HEO Vacancy, Educational Research Centre, Drumcondra, St Patrick’s Campus, Dublin 9, D09 AN 2F

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.

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

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