

**EDUCATIONAL RESEARCH CENTRE (ERC)  
VACANCY FOR A PROJECT OFFICER (EXECUTIVE OFFICER - PERMANENT)**

**Background**

The Educational Research Centre (ERC) was established as a Statutory Body in accordance with the Education Act (1998) in September 2015, but has been in existence since January 1966, and is located on Dublin City University's (DCU) St Patrick's College Campus in Drumcondra. Research is carried out at the request of the Department of Education and Skills or other agencies (e.g., NCCA or NCSE) and on the initiative of ERC staff. The ERC also provides an assessment service to the education system by, for example, developing and distributing standardised tests for use by schools. Further information is available on the ERC's website at [www.erc.ie](http://www.erc.ie).

**Job specification**

Applications are invited for a project officer.

This is an existing position and involves working with the Chief Executive Officer, Senior Administrator, the administrative team and research staff.

Core responsibilities are undertaken under the support and supervision of the Senior Administrator and include:

- General administration
- Management of logistics relating to multiple concurrent projects including management of casual staff
- Procurement
- Management of facilities.

*The appointment is made on a permanent basis subject to successful completion of a 6-month probation period.*

*A panel may be formed from which future similar vacancies may be filled. The panel will remain in place for 12 months from the closing date for applications and may be extended for a further 6 months.*

It is anticipated that interviews will be held within two weeks of the closing date. Shortlisting will apply.

Applications **must** include:

- cover letter that describes how the applicant's skills and experience meet the requirements for the post
- curriculum vitae
- names and contact details of two referees.

**CLOSING DATE: 5.00 PM, FRIDAY 8 FEBRUARY, 2019.**

to: [vacancies@erc.ie](mailto:vacancies@erc.ie)

or by post: Vacancies, Educational Research Centre, DCU (St Patrick's Campus), Drumcondra, D09 AN2F.

*(Emailed applications should generate an automated response – if you do not receive a response shortly after you submit your application, contact Patricia Gaffney at 01 837 37 89.)*

**The ERC provides a flexible, dynamic and challenging working environment and is an equal opportunities employer.**

# Job Specification

## The Post

The person appointed will assist the CEO, Senior Administrator and the various research teams in a variety of tasks including the following:

- Project management to include (list is non-exhaustive):
  - Logistics, including systems for the distribution and return of project material to schools, arrangements regarding field work in schools, communication with schools and full time and part time Centre staff
  - Dealing with suppliers
  - Monitoring of project budgets
  - Management of casual staff requirement and administration
  - Monitoring of project administrative file compliance with requirement of the Centre (Contracts, GDPR information etc.)
- Risk Register (monitoring and updating)
- Procurement (as designated Procurement Officer, monitoring procurement requirement for upcoming projects and organising tenders where required)
- Event organisation/support
- General administration (including support for internal meetings, phones, reception, post)
- Dealing with building maintenance issues
- Any other tasks as may be required from time to time.

Some of the demands and elements of this position are likely to evolve and change in the future, and a flexible approach is required.

### All applicants should have:

- A third level qualification in a relevant discipline (e.g. administration, project management)
- Experience in procurement (in drafting tenders and preferably in dealing with the Office of Government Procurement)
- Proven project management experience
- Good working knowledge of MS Word and Excel
- Knowledge of, or willingness to learn typesetting software (e.g. Indesign) and/or graphics software
- Effective interpersonal and communication (verbal and written) skills, including the ability to liaise with schools and other educational institutions and/or bodies
- Excellent planning and organisational skills
- Good personal effectiveness, flexibility and problem-solving
- The ability to work both on own initiative and collaboratively
- The ability to prioritise and handle multiple tasks under time pressure.

A current full clean driver's license and access to a car for occasional work-related purposes are desirable, but not essential.

**Salary Scale: €26,624 – €49,152**

Appointments will be made on the Executive Officer Scale to the Public Sector at a point in line with current Government Pay Policy, with new entrants commencing **at the first point of the scale.**