

EDUCATIONAL RESEARCH CENTRE
VACANCY FOR A TEMPORARY EXECUTIVE OFFICER
(NOVEMBER 2016 TO JUNE 2017)

The successful candidate should have a third-level qualification or equivalent, strong administration skills as well as effective interpersonal and communication (verbal and written) skills. He/she will be a well organised person, with good filing experience, strong data input, good working knowledge of Excel and Word. He/she will be a practical minded person, have good team skills, show initiative and commitment, and be flexible and adaptable to evolving structures.

SALARY SCALE: €€24,851 - €47,183

Further information about the post is available on the Educational Research Centre's website.

It is anticipated that interviews will be held early November 2016.

Applications to include a cover letter with a curriculum vitae and the names of two referees, **BY 5 PM ON NOVEMBER 4TH, 2016**

to: vacancies@erc.ie

or by post: Vacancies, Educational Research Centre,
St Patrick's College, Drumcondra, Dublin 9.

(Emailed applications will generate an automated response – if you do not receive a response within 48 hours please contact the ERC)

Educational Research Centre, St Patrick's College, Dublin 9

Executive Officer – Temporary position (7 months)

Applications are invited for a post of Executive Officer in the Educational Research Centre.

The Educational Research Centre was established 50 years ago. It carries out research and evaluation on all aspects of and at all levels of education. The Centre is also involved in the development of assessment instruments for use by schools.

In September 2015, the Centre became an independent statutory agency with a governing board.

The person appointed will assist the Centre's Senior Administrator in a variety of tasks including the following:

- Project logistics
- Personnel matters including maintenance of staff records
- Compliance with regulations for public bodies relating to governance, freedom of information and data protection
- Procurement
- Looking after office equipment
- Building maintenance issues
- Reception duties

She or he will also be responsible for incoming and outgoing post and answering telephone, emails and social media enquiries and will perform any other tasks related to the smooth running of the office.

He/she will be expected to provide assistance on research project administration and 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.

The successful candidate should have a third-level qualification or equivalent, strong administration skills as well as effective interpersonal and communication (verbal and written) skills. He/she will be a well organised person, with good filing experience, strong data input, good working knowledge of Excel and Word. He/she will be a practical minded person, have good team skills, show initiative and commitment, and be flexible and adaptable to evolving structures.

The ability to communicate in the Irish language and experience of working in a research environment would be an advantage.

Salary Scale: €24,851 - €47,183 (Executive Officer) at a point 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 November 4th, 2016** to vacancies@erc.ie

The Educational Research Centre is an Equal Opportunities Employer

Candidates should note that interviews will be held as soon as possible and ideally candidates should be available to commence work immediately after selection.