



CANDIDATE INFORMATION PACK

The Discovery Programme, Centre for Archaeology and Innovation Ireland is committed to a policy of equal opportunity.

Administrative Assistant

The Discovery Programme: Centre for Archaeology Innovation Ireland is seeking to fill the post of Administrative Assistant.

Nature of Employment:	This is a part-time 0.8 Full-time Equivalent (FTE) fixed term appointment for up to 24 months (subject to successful completion of a six-month probationary period)
Salary:	In the region of at €26,519 – €30,497 (gross salary) per annum, that is, 80% of a full time equivalent at Point 1-4 Executive Officer Standard Scale 66240, with annual increments on that scale on satisfactory performance in post.
Current Location:	Merchants House, Merchants Quay, D08 K3KD, Ireland. Company Reg. No. (CRO): 243328 Reg. Charity No. (RCN): 20036973 Charity Revenue No. (CHY): 12549.
Reporting to:	Chief Executive Officer or their nominee
Closing Date for Applications:	Applications to be received no later than 12.00 noon on Tuesday 20 December 2022
Expected employment start date:	Preferably no later than Tuesday 25 January 2023

Supported By

An Chomhairle Oidhreachta
The Heritage Council



General

The Discovery Programme (a company limited by guarantee) is a publicly funded institution for advanced research in the archaeology of the island of Ireland. It engages in archaeological and related research, to benefit the community by deepening our understanding of Ireland's past.

The mission of the Discovery Programme is to enhance the understanding of Ireland's past through archaeological and related research, establish research programmes, promote this research and the appreciation of Ireland's archaeological heritage and to co-operate with other all-island and international archaeological bodies. We are working to support the research community, providing research leadership and supporting strategic policy development and evidence-based decision-making.

Role, Responsibilities and Activities

The post holder will be expected to conduct their duties to assist in the progression and delivery of the overall objectives of the Discovery Programme, within time and budgetary constraints. From time to time the post-holder may be required to work additional hours as may be reasonable and necessary for the proper performance of their duties, subject to the limits set down in statute and the flexible working arrangements of the Discovery Programme Staff Handbook.

The key activities for this post include:

- Provide administrative, organisational and compliance support to the CEO.
- Prepare and circulate documentation for Board of Director and related committee meetings.
- Attend, minute, and distribute materials for scheduled meetings.
- Support the CEO in the preparation of statutory reports.
- Provide administrative assistance and support across key administrative functions of the Discovery Programme.
- Administration of an up-to-date and effective filing system including the maintenance of HR files.
- Processing of monthly payroll and returns to Revenue.
- Process payments (e.g. supplier invoices, expenses, credit card returns) and undertake other finance related duties as directed by the CEO.
- Assist with the planning and organisation of events and seminars.
- Provide administrative support as necessary for Discovery Programme projects.
- General office duties to ensure the smooth running of the Discovery Programme office to include liaising with suppliers and maintaining office facilities.

Other duties appropriate to the role as may be assigned from time to time by the CEO or Board. The Discovery Programme operates a Performance Management Development

System that outlines key objectives and personal development for staff, and as a means of recording performance across the annual reporting cycle.

The Person

The Discovery Programme is seeking an individual who is highly motivated, focused upon results while at the same time respecting and following instruction and processes that relate to their work.

- Excellent practical skills in the delivery of administrative activities.
- Excellent written and verbal communication skills.
- Strong organisation and time management skills.
- Accuracy and attention to detail essential.
- Strong interpersonal skills and ability to work well within a team.
- Ability to prioritise a varied workload.
- Flexibility and adaptability in the context of working in a team environment.

Eligibility to compete and certain restrictions on eligibility

Appointment to this role is subject to the candidate's eligibility to work in Ireland. It will be for the successful candidate to demonstrate that they are permitted, or will be permitted, to work in Ireland on or before 25 January 2023.

Essential Criteria

Essential Qualifications

Applicants must, by the closing date for applications, have:

EC1	have obtained in the Established Leaving Certificate Examination a minimum of Grade C (or post 2017 Leaving Certificate O6 grade) at Ordinary level in Mathematics and Irish or English, having obtained a minimum of Grade C (or post 2017 Leaving Certificate H4 grade) in at least five subjects at Higher level.
	AND:
EC2	have obtained a minimum Level 6 qualification on the National Framework of Qualifications.

Essential Experience

1. At least two years of administrative experience gained within the last 10 years. This must include at least four of the kinds of work areas identified above in the key activities for this post.

How to Apply

Applications must be made by submitting an email, with the reference COM_2022_011 Administrative Assistant entered into the subject field of the email, to info@discoveryprogramme.ie

Attached to that email, applicants must include Application Form COM_2022_011, along with:

- A short cover letter / personal statement, no more than 500 words 12pt single spaced text, outlining why you wish to be considered for this post and why you believe your skills, experience and values meet the requirements of the position.
- A comprehensive CV detailed as relevant to the position but to be no more than three pages in length. The first page of the CV should include a summary biography.

NB: Please ensure that your CV does not include any personal information that is not relevant to the post being applied for.

- Completion of the information fields set out on the application form.

Please note:

- You should ensure that you provide evidence of your experience in your application form, giving length of experience, examples and dates as required.
- It is not sufficient to simply list your duties and responsibilities.
- The Discovery Programme will not make assumptions from the title of an applicant's post or the organisation where they are employed as to the skills and experience gained.
- If you do not provide sufficient detail your application will be rejected.

Certified proof of qualifications and eligibility to work in Ireland will be sought prior to interviews, and **should not** be included with your application.

Effective date of appointment

It is envisaged that the successful applicant will take up the role no later than **25 January 2023**.

Privacy notice (GDPR)

In accordance with the General Data Protection Regulations (GDPR) any personal information which you provide to us will be treated in confidence and in accordance with the Data Protection Acts 1988-2018. Documentation (digital and hard copy) relating to unsuccessful applications other than those that may be retained on a short list will be

destroyed after six months from closing date of applications. For those on the short list this data will be destroyed after one year after completion of interviews

Application and Selection Process

Candidates will be required to demonstrate through their application that they:

- that they have the key competencies required for this post;
- fulfil the key criteria identified for this post, including qualifications and experience;
- have the ability to successfully undertake the duties outlined for this post.

Stage 1 – submission of applications

Applications must be received prior to the closing date and time stated, that is **12 noon on 20th December 2022**.

All applicants will receive email confirmation that their application has been received. Incomplete applications received will not be considered further. Applicants who have submitted incomplete applications will be notified of such.

Stage 2 – evaluation of applications

Completed applications will be evaluated and all applicants will be notified of the outcome of Stage 2.

Stage 3 – call to interview

A minimum of two weeks' notice of the date and time of interview will be given to any candidate called to interview. Arrangements for interviews will depend upon government guidelines and any wider COVID-19 restrictions in place at that time. Any in-person interviews will be held in central Dublin. However, it may be necessary for the interviews to be held remotely via Zoom.

Please note that the Discovery Programme will not be responsible for refunding any expenses incurred by candidates incurred as part of the interview process. Reschedule requests may only be considered under exceptional circumstances as deemed acceptable (such as bereavement, or illness that would otherwise prevent the candidate from attending the workplace). Please note that supporting information from the candidate may be required where such a reschedule request is made. Only one reschedule request will normally be considered. Rescheduled dates will normally be within two weeks of the original scheduled date.

Shortlisting for interview may be conducted using the criteria set out in this information pack.

Stage 4 – interview

A competency-based approach will be used at interview using the Public Appointments Service Civil Service Competency Models for reference. These can be accessed online at: https://publicjobs.ie/documents/PAS_CS_Competency_Models_2017.pdf

Further detail around core competencies is provided below in Appendix 2.

Candidates called to interview will be scored against a common matrix and placed in order of merit (highest scoring first). Candidates will be expected to meet a minimum score threshold of 60% overall, and to achieve at least 50% of the marks available for each competency tested at interview.

Stage 5 – notification of outcome of Stage 4

All candidates called to interview will be notified of the outcome. Notification will be to advise whether they have passed the interview. Where a candidate has not passed the interview, they will receive feedback from the Assessment Panel.

The successful candidate will normally be the person who has scored highest at interview. However, prior to any offer of appointment the Discovery Programme will make all such enquiries that are deemed necessary (e.g. health, character, employer references and security checks). The successful candidate will not be appointed to the post unless they:

- Agree to undertake the duties outlines and accept the conditions under which the duties are or may be required to be performed;
- Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the post.

Stage 6 – appointment

Once all necessary checks have been completed, an offer of employment will be made to the successful candidate.

The successful candidate will be expected to take up employment with the Discovery Programme no later than **25 January 2023**.

Details of candidates who have passed the interview will be retained on an order of merit list for one year as suitable for appointment and may be offered employment by the Discovery Programme should any similar vacancy arise in that time. This is without prejudice to any other recruitment undertaken by the Discovery Programme while any such list exists.

The principal Conditions of Service are outlined at Appendix 2.

Appendix 1 Additional Background

Further detail about the work of the organisation may be found on our website:

www.discoveryprogramme.ie

www.cherishproject.eu

Appendix 2 Key Competencies

Management and Teamwork
<p>Create, maintain and enhance effective working relationships. Encourages and supports new and more effective ways of working. Encourages, listens to and acts on feedback from the team to make improvements. Actively shares information, knowledge and expertise to help the team meet its objectives.</p>
Delivery of Results
<p>Assumes personal responsibility for and delivers on agreed objectives/goals. Manages and progresses multiple work strands and activities successfully. Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies to manage these Is logical and pragmatic in approach, delivering the best possible results with the resources available. Maintains a strong focus of delivery of agreed outcomes at all times. Ensures all outputs are delivered to a high standard and in an efficient manner. Uses resources effectively.</p>
Interpersonal and Communication Skills
<p>Communicates in a fluent, logical, clear, concise, and convincing manner, verbally and in writing Is able to listen effectively and develop a two-way dialogue quickly. Effectively influences others to take action. Builds and maintains contact with colleagues and stakeholders to assist in performing role. Works to establish mutual understanding to allow for collaborative working. Collaborates and supports colleagues to achieve organizational goals.</p>
Specialist and Technical Knowledge, Skills and Self Development
<p>Clearly understanding the role, objectives, and targets, and how they fit into the work of the Discovery Programme. Has significant experience in administration that is recognised and utilised by colleagues. Is proactive in keeping up to date on issues and key developments that may impact upon their own work area and that of the Discovery Programme.</p>
Drive and Commitment to the Discovery Programme's Code of Conduct
<p>Consistently strives to perform at a high level. Demonstrates high levels of initiative, taking ownership for projects within the management and organizational parameters of the Discovery Programme. Is trustworthy, upholding highest standards of honesty, professionalism, ethics and integrity.</p>

Appendix 3 Interview Guidance for Applicants

If you are called to interview, the Interview Panel will want to give you the opportunity to further demonstrate your suitability for the post. Interviews can be stressful – even for the Interview Panel – and you should be assured that you will be treated with professionalism, courtesy and understanding. Interviews will have time limits, and the Interview Panel will guide you if you are coming close to the time limit for one section or another. But take your time, listen carefully to the question, and if you need the question to be repeated just ask!

If this is your first experience of a competence-based interview, bear in mind that it will require you to:

- Focus exclusively, in your responses, on your ability to fulfil the competences required for effective performance in the role; and
- Provide specific examples of your experience in relation to the required competence areas.

A competence-based interview does not, however, require you to:

- Talk through previous jobs or appointments from start to finish;
- Provide generalised information as to your background and experience; or
- Provide information that is not specifically relevant to the competence question is designed to test.

In preparation for the interview, you may find it useful to have a clear structure for each of your examples along the lines of:

Situation – briefly outline the situation;

Task – what was your objective, what were you trying to achieve;

Action – what did you actually do, what was your unique contribution;

Result – what happened, what was the outcome, what did you learn.

The panel will ask you to provide specific examples from your past experience in relation to each of the competences. You should therefore come to the interview prepared to discuss in detail a range of examples which best illustrate your skills and abilities in each competence area outlined at Appendix 2 above. You may draw examples from any area of your work / life experiences.

Appendix 4 Principal Conditions of Service

Nature of Employment:	This is a part-time (0.8 FTE) fixed term appointment, subject to the satisfactory completion of a six-month probationary period and continued good conduct in post.
Salary:	In the region of at €26,519 – €30,497 (gross salary) per annum, that is, 80% of a full time equivalent at Point 1-4 Executive Officer Standard Scale 66240, with annual increments on that scale on satisfactory performance in post.
Place of Work:	Merchants House, Merchants Quay, D08 K3KD, Ireland. NB: see note below
Reporting to:	Chief Executive Officer or their nominee
Hours of Work and Rest:	As provided for under the Organisation of Working Time Act 1997 Normal hours of work are part time, 30 hours per week, Monday to Thursday, excluding lunch breaks, normally to be worked as agreed between the hours of 08:00 and 18:00. The Discovery Programme operates a flexi-time policy. From time to time the post holder will be expected to work outside normal working hours subject to the limits set down in the working time regulations.
Holidays:	In addition to usual public holidays the annual leave entitlement is 18 days (pro rata) per calendar year
Pension:	The Discovery Programme (Employer) Pension contribution is on a matching basis from 1% up to a maximum of 5% of salary; the employee may make a greater contribution to their salary, with employer contribution capped at 5%.
Other Information: Place of Work	Please note this will be primarily an office-based role, though from time to time some working from home or other office locations may be arranged by agreement. The successful candidate may request blended working arrangements. This will be considered on a case-by-case basis in line with the business needs of the organisation, and in accordance with the Discovery Programme's Staff handbook. The Discovery Programme reserves the right, at its discretion, to change working arrangements on any future date.