

INFORMATION BOOKLET FOR CANDIDATES

OFFICE MANAGER/SENIOR ADMINISTRATOR

EMBASSY OF IRELAND, LONDON

1. INTRODUCTION

The Embassy of Ireland, London requires an office manager/senior administrator to join and lead our Administration team for a period of 12 months. The successful candidate will be highly motivated, enthusiastic and hardworking, with excellent communication and interpersonal skills. It is expected that the successful applicant will be available to commence work in October 2016.

Although the initial contract may be extended for a second 12 month period, candidates should note that it is not envisaged that appointment will lead to permanent role at the Embassy.

2. THE ROLE

This is a new position, and the successful candidate will be assigned to lead and manage the Administration team at the Embassy. There are currently 10 other members of staff assigned to the Administration team, who will report to the office manager on a day to day basis. The office manager in turn, will report to the First Secretary at the Embassy responsible for Administration.

The successful candidate is expected to provide evidence of a range of excellent office management and administration skills. You will be expected to work well under pressure with responsibility for providing a high quality, professional, courteous and efficient service in a busy and diverse office environment. You must be skilled in the use of modern ICT packages including word processing, spreadsheets, database, e-mail, internet, accounts packages and reporting tools.

The areas which the successful candidate will be responsible for will include:

- Management of staff with a range of responsibilities in the Administration Team
- Finance and Accounting; including payments, monitoring and control of Embassy budget
- HR, IR and other staff related issues; including terms and conditions for local staff members
- Buildings, facilities and services management; including maintenance & security, housekeeping, accommodation, post & telecommunications, ICT etc
- Health and Safety
- Procurement related matters; including tendering and review of contracts where appropriate
- Logistical, operational and other support for Embassy staff
- Liaison with other sections of the Embassy, the Department of Foreign Affairs & Trade and other Government Departments in Ireland, and external agencies as required.

3. ELIGIBILITY

Candidates must satisfy all criteria to be eligible to enter this competition:

Citizenship Requirements

Applicants must have an unrestricted right to reside and work in the UK.

Educational Requirements

A good level of education is required with a minimum of 3 A levels, Leaving Certificate or equivalent. The ideal candidate will have completed an undergraduate degree in a relevant subject e.g. Human Resource Management, Business Studies etc.

Experience

The successful candidate will have a minimum of two years' experience, in a similar/related position.

National Insurance Contributions

Applicants must hold a National Insurance Number.

Security Clearance

Applicants must be in a position to provide recent CRB/DBS certificates if offered the post. Successful candidates that do not have a recent CRB/DBS certificate must apply and be able to provide one within a short time frame before taking up duty.

Health & Character

Those under consideration for a position will be required to complete a health and character declaration. Candidates should be of good character and a minimum of two recent references will be required. The position may also require special security clearance and require completion of a form for Garda/Police vetting purposes. There must be no conflicts of interest in relation to other activities, either paid or unpaid.

Incentivised Retirement / Redundancy Schemes in the Irish Public Service

Candidates should note that persons who have availed of recent Incentivised Early Retirement, Voluntary Redundancy or Career Break Schemes in the Irish public service are not eligible to take part in this competition. Applicants will be required to complete a declaration confirming to this effect. Applicants will also be required to declare any entitlements to an Irish public service pension benefit (in payment or preserved) from any other Irish public service employment and/or where they have received a payment-in-lieu in respect of service in any public service employment.

4. SELECTION PROCESS

STAGE 1 – CURRICULUM VITAE

Stage 1 of the Selection process will comprise of short listing candidates based on the eligibility criteria set out, including education and work experience. Candidates will be ranked on the outcome of the short listing and may be called to Stage 2 in accordance with their ranking.

STAGE 2 - INTERVIEW

Should you be invited to Stage 2 of the selection process you will be required to verify and in some cases provide documentary evidence confirming responses provided in your C.V. You may also be asked to provide written references and evidence of DBS/CRB certification, in advance of a final decision by the Interview panel.

5. TERMS AND CONDITIONS

Successful candidates will be based either at the Embassy of Ireland, 17 Grosvenor Place, London, SW1X 7HR.

The gross salary will be in the region of £32,500 per annum dependent on experience.

The payment of Income Tax and National Insurance in accordance with liability under UK law is the candidate's personal responsibility and all employees are required to register with HMRC as appropriate. The Embassy provides HMRC with a list of all locally employed staff on a regular basis.

Candidates should note that salary will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Irish Government pay policy.

These are full time positions, and successful candidates must be available to work 37.5 hours per week, Monday to Friday between the hours of 9.00am and 5.45pm.

6. Candidates' Obligations

Candidates must not:

- knowingly or recklessly provide false information
- canvass any person with or without inducements
- interfere with or compromise the process in any way.

A third party must not personate a candidate at any stage of the process.

Any person who contravenes the above provisions or who assists another person in contravening the above provisions will be disqualified as a candidate; and where he/she has been appointed subsequently to the recruitment process in question, he/she shall forfeit that appointment

7. Confidentiality

Applications will be treated in strict confidence, in accordance with the relevant Data Protection provisions under UK law.

8. Short listing and Interview

Short listing of candidates is expected to take place during the week of Monday 19 September 2016, with interviews taking place shortly thereafter.

Candidates for interview must make themselves available on the date and time allocated.

9. General

Deeming of candidature to be withdrawn

Candidates who do not attend for interview where requested or do not furnish such evidence as requested in regard to any matter relevant to their candidature, will have no further claim to consideration.

Expenses

Candidates will be responsible for any expenses incurred in connection with their candidature.

Referees

Please include the profession and job title of referees, along with an email address and day time telephone number. The referee may not be a relative.

11. Submission of Application

A recent C.V. along with a covering letter, outlining why you are interested in this position and providing details of education and work experience should be returned by post or delivered in person to: **Embassy of Ireland, 17 Grosvenor Place, London, SW1X 7HR**, to arrive there **before 4.30 pm on Friday 16 September 2016.**

The outside of the envelope should be clearly marked “**Office Manager Position**”. Applications received after the closing date and time will not be considered.

Application forms will be accepted in hard copy only (not by e-mail, on disc, etc).

Any further and subsequent correspondence will be via e-mail, so please ensure that a valid email address is provided.

Any enquiries or questions relating to this position may be sent by email to [tcocomp\[at\]dfa\[dot\]ie](mailto:tcocomp[at]dfa[dot]ie)

The Embassy of Ireland is committed to a policy of equal opportunities.

Any form of canvassing will automatically result in disqualification of the applicant.

**Embassy of Ireland
September 2016**