



Institiúid Ard-Léinn | Dublin Institute for
Bhaile Átha Cliath | Advanced Studies

Title: Secretary – Geophysics Section, Dublin Institute for Advanced Studies

Scope of Post: To provide administrative support to the Geophysics team and assist the Head of Section in the day-to-day running of the Section

Reporting to: Head of Section

Main Responsibilities:

- Meet and greet visitors
- Induction of new students
- Organising travel arrangements
- Organisation for internal conferences/workshops
- Ordering office & other supplies
- Help in preparation of Section reports & other documentation
- Engage with public outreach events
- Maintain & modify the Section's web pages and social media accounts
- Have oversight of Health & Safety requirements
- Work with financial spread sheets
- Regularly engage with the Institute's central administration
- Engaging with technical staff on fieldwork and equipment initiatives
- General administrative support for Head of Section, Staff and Students

Essential skills for the post:

- Previous administrative experience
- Strong verbal & written communication and organisational skills
- Self-motivation, proactivity and problem solving skills
- Strong computer skills

Highly Desirable:

- Demonstrated interest in earth sciences and the outdoors
- Willingness to be flexible on a day to day basis
- Web page maintenance experience

General conditions attaching to the Appointment:

Status

The appointment will be on a full-time, pensionable basis. The person appointed will be required to serve a probationary period of one year and if his/her service is satisfactory his/her appointment will be confirmed by Council at the end of the probationary period. If it becomes clear that the person is unsuitable for permanent appointment owing to his/her failure to satisfy Council as regards attendance, conduct or general efficiency, his/her appointment may be terminated.

Location of Post

The position is currently based in 5 Merrion Square, Dublin 2. Staff may apply to work from home one day per week.

Salary

The salary scale attaching to the post is equivalent to the Civil Service grade of Clerical Officer which currently ranges from €26,596 with 13 annual increments to €41,188 (PPC Scale). This rate will apply where the appointee is a new entrant or is an existing civil or public servant appointed on or after 6th April 1995 and is required to make a personal pension contribution. A lower rate will apply where the appointee is a civil or public servant recruited before 6th April 1995 who is not required to make a Personal Pension Contribution. For persons entering the Public Sector for the first time, the starting pay will be at the minimum of the scale.

Hours of Work

The person will be required to work 35 hours net per week.

Annual Leave

The annual leave allowance for the post is 22 working days, rising to 23 after 5 years service and to 24 after 10 years service. This is exclusive of bank and public holidays but inclusive of Christmas closure days. Leave is granted in accordance with the Organisation and Working time Act 1997. The statutory leave allowance (20 days) must be taken in the leave year in which it accrues or within six months of the start of the next leave year.

Sick Leave

Subject to the terms of the sick leave scheme, (Public Service Management Sick Leave Regulations, SI 124 of 2014 and relevant Circulars issued by the Department of Public Expenditure & Reform), the maximum *uncertified* sick leave allowance of full time staff is seven days in a rolling period of twenty-four months. Certified sick leave entitlements are as follows.

- (i) *Ordinary Sick Pay*: A maximum of 92 days (includes weekends etc.) on full pay in a one year period, followed by a maximum of 91 days (includes weekends etc.) on half pay, subject to a maximum of 183 days (includes weekends etc.) in a rolling 4 year period.
- (ii) *Critical Illness Sick Pay*: Access to a maximum of 183 days (includes weekends etc.) on full pay, followed by a maximum of 182 days (includes weekends etc.) on half pay, subject to a maximum of 365 days (includes weekends etc.) in a rolling four year period.
- (iii) *Temporary Rehabilitation Pay*: Following periods of sick leave there will be a provision for Temporary Rehabilitation Pay for individuals who need a longer period of time to address their health needs.

Pension

Pension terms and retirement age conditions will depend on the status of the successful appointee. In general:

(a) An individual who has no prior pensionable Public Service history in the 26 weeks prior to appointment will be a member of the Single Public Service Pension Scheme (Public Service Pensions (Single Scheme and Other Provisions) Act 2012). Under this scheme, the present retirement age is set at 66 years but this will rise in step with statutory changes in the State Pension Contributory (SPC) age to 67 years in 2021 and 68 years in 2028. Retirement is compulsory upon reaching 70 years of age.

(b) An individual who was a member of a “pre-existing public service pension scheme” as construed by the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 and who does not qualify for membership of the Single Scheme will have appropriate pension terms under the DIAS Staff Superannuation Scheme (details available from the Registrar’s Office). The retirement age conditions will depend on whether the individual is a 2004 new entrant or non-new entrant for the purposes of the Public Service Superannuation (Miscellaneous Provisions) Act 2004. In the case of an individual who is deemed to be a 2004 new entrant, there is currently no specified retirement age. The minimum age at which pension is payable is 65. In the case of an individual who is deemed to be a non-new entrant, retirement is compulsory on reaching 65 years of age. The minimum age at which pension is payable is 60.

The minimum service to achieve pensionability is two years. Deductions in accordance with the scheme rules will be made from the commencement date.

At the time of being offered an appointment, DIAS will, in the light of the appointee's previous Public Service (and/or other) employment history, determine the appropriate pension terms and conditions to apply for the duration of the appointment. Appointees will be required to disclose their full public service history. Details of the appropriate superannuation provisions will be provided upon determination of appointee's status.

It should be noted there is a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme will. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

Medical Examination

Appointment will be subject to the candidate undergoing a satisfactory medical examination.