

## Executive Assistant

The National Gallery of Ireland ('the Gallery') is Ireland's major national cultural institution devoted to the collection and care of fine art. Comprising some 16,000 paintings, drawings, watercolours, miniatures, prints, sculpture and decorative arts, the institution's extensive holdings include masterpieces by many of the most celebrated figures in the history of western European art. In addition, the Gallery houses the most representative collection of historic Irish art. Funded mainly by the State, the Gallery employs more than 140 staff and provides free access to the public 361 days a year.

The Gallery wishes to recruit an **Executive Assistant**. This post serves as the primary point of contact for internal and external stakeholders on all matters pertaining to the Director's Office. This post requires a professional, diligent, organised individual who has a proven ability to manage the administration of multiple projects as well as providing administrative support to the Director and the Director of Corporate Services. Reporting to the Manager, Director's Office, the Executive Assistant will:

- Complete a broad range of general administrative tasks for the Board, Chair, Director, Director of Corporate Services along with the Senior Management team (SMT) & Executive Management team (EMT)
- Schedule appointments and coordinate the diaries for the Director and the Director of Corporate Services
- Communicate directly on behalf of the Director, with Board members, patrons, donors and employees on matters related to the Gallery
- Monitor and coordinate all of the Director's documentation so that the Gallery records are accurate and securely deposited in the archive for future reference
- Participate as an adjunct member of the SMT & EMT which includes scheduling and preparing the agenda and minutes
- Research and prioritise incoming issues and concerns addressed to the Director and / or Director of Corporate Services, including those of a sensitive or confidential nature and determine an appropriate course of action, referral or response
- Work closely and effectively with the Director and the Director of Corporate Services to ensure they are kept well informed of upcoming commitments and responsibilities
- Treat all matters related to the Board and the Director's office with discretion and confidentiality
- Administer all tasks and correspondences related to Corporate Governance
- Maintain the contracts register
- Collate key performance indicators for monthly reports
- Compile invitation lists to events in the Gallery
- Prepare, draft and edit written correspondence to internal and external stakeholders
- Administer the health and safety tasks for the Director's office
- Co-ordinate and record all Freedom of Information requests in the Gallery
- Complete any other duties as directed

### **The successful candidate will have:**

- A relevant third level qualification
- Relevant work experience as an Executive Personal Assistant and / or in a position related to Corporate Governance
- An ability to work independently and on own initiative whilst being part of a wider team
- Strong administrative skills coupled with an ability to organise and prioritise multiple tasks with excellent attention to detail
- Prioritise conflicting needs and progress matters expeditiously, proactively and follow through on projects to successful completion
- A proactive approach to problem-solving with good decision-making capability
- A proven ability to handle confidential information, be adaptable to various competing demands and demonstrate a high degree of professional service in response to queries
- Good interpersonal skills together with an ability to maintain positive relationships with Board members, SMT, EMT, employees, external stakeholders and donors
- A professional, diplomatic, discreet manner when dealing with the Gallery's stakeholders
- Excellent written and oral communication skills
- Proficiency in IT skills including MS Office and databases
- An interest in the Gallery and history of art / art management
- A positive approach to working in the Gallery and the ability to deliver an effective and professional service on behalf of the Director, Director of Corporate Services, the Chair and the Board

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the light of new structures and/or the changing needs of the Gallery.

**Grade and Salary:** Salary is in accordance with point 1 of the Executive Officer salary scale (PPC), currently €28,739 per annum.

Candidates should note the National Gallery of Ireland complies with Department of Public Expenditure and Reform regulations and guidelines on Public Service pay and conditions of employment.

**Closing date for receipt of applications:** 4pm on Friday, 8<sup>th</sup> September 2017

**Duration:** Permanent

**How to apply:** Please send a cover letter and curriculum vitae to [jobopportunities@ngi.ie](mailto:jobopportunities@ngi.ie) or alternatively via post to the Ms Michelle Serviss, HR Partner, National Gallery of Ireland, 89 Merrion Square West, Dublin 2. References (contact details) must be available upon request. Please state **Executive Assistant** on application. Candidates should note that panels may be formed from which future positions may be filled.

**The National Gallery of Ireland is an equal opportunities employer.**