

## **Candidate Information Booklet**

### **Office & Corporate Support Officer**

**The National Biodiversity Data Centre is committed to a policy of equal opportunity.**

**Closing Date for Applications:**

**5pm on Tuesday the 7th of May 2024**

**(Late Applications will not be considered)**

## THE POSITION

### Background

The National Biodiversity Data Centre was established as a company limited by guarantee in December 2022, following a decision of Government to put the initiative on a more secure footing, to empower and better resource the Centre to support Ireland's collective national effort to reverse biodiversity loss and contribute to nature restoration. The primary role of the Centre is to contribute to building the knowledge base on biodiversity and track how it is changing in Ireland. It works to ensure that data and information on Ireland's biodiversity is more freely available and accessible for use in research, conservation management and decision-making. A priority of the Centre is to ensure that data and information is easily accessible for local communities and individuals to promote a better understanding and appreciation of biodiversity at the local level. The National Biodiversity Data Centre is a predominantly publicly funded entity, rather than a public sector body.

The Centre's Board of Directors is chaired by John McCarthy, a former Secretary General of the Department of the Environment, Community and Local Government, and includes Ciara Carberry, Dr Colm Lordan, Ted Massey, Dr James Moran, Máire Ní Bhraonáin, Micheál Lehane, Geraldine Tallon, Professor Yvonne Buckley and Colette Byrne. Oversight is provided by the Heritage Council. The National Biodiversity Data Centre has three Committees; the Governance & Strategy Committee, the Scientific Advisory Committee and the Finance, Audit & Risk Committee.

The National Biodiversity Data Centre is based at Beechfield House, SETU West Campus, Carriganore, Co. Waterford. It currently has a staff complement of 13 led by the Chief Executive Officer, Dr Liam Lysaght, but it is currently recruiting staff so it will have a staff of 20 by the end of 2024. The National Biodiversity Data Centre operates a hybrid working policy with staff based in Waterford and working remotely. Beechfield House provides office space, a seminar room, reference library and canteen facilities, and serves as the contact point for the public.

To manage the Centre's office-based operations, including provision of corporate services support to the Board and its Committees, the National Biodiversity Data Centre is seeking to appoint an Office & Corporate Supports Officer

Reporting to the Chief Operating Officer, the Office & Corporate Supports Officer will provide management support for the Centre's corporate functions and ensure efficient office management operations. For details of the role and work of the National Biodiversity Data Centre view the website <https://biodiversityireland.ie/>.

## Main Duties and Responsibilities

The primary duties of the role will include:

### **Office management**

- Develop and implement office management processes
- Principal contact with SETU on campus services
- Monitoring office supplies and ordering new supplies and/or office equipment as required
- Dealing with suppliers and management of contract for services
- Management of Asset register
- Management of Health & Safety procedures

### **Customer service**

- Serving as front of office – dealing with queries from the general public
- Answering phones and managing emails from info@ account
- Management of online shop sales and invoicing
- Dealing with correspondence, queries and complaints

### **Corporate support**

- Provision of general support to the Board and Committees of the National Biodiversity Data Centre.
- Management of meetings, minute taking and providing support for Board, Committee and other meetings as required.
- Responsibility for procurement & management of paperwork
- Providing assistance to the finance function
- Responsibility for management of HR Locker/leave sheets etc

### **The Office & Corporate Support Officer will be required to:**

- Contribute to the general work of the National Biodiversity Data Centre as requested.
- Be adaptable and flexible, with an ability to embrace change, quickly learn new skills and take on additional responsibilities as part of a newly developing organisation.
- Ensure health and safety is actively managed and a positive health and safety culture is promoted.
- Contribute to the organization and participation of conferences or other organization events as needed.

- Regularly update the National Biodiversity Data Centre social media channels and website.
- Continue professional training in order to improve ability to carry out role and continue to attend relevant training courses and conferences as identified.
- Regularly provide up-dates on the progress of the work programme to both duty line manager, and to quarterly NBDC Board meetings and annual reports.
- Comply with all relevant National Biodiversity Data Centre policies and procedures.
- Have a commitment to respect and dignity for all, together with the ability to work positively with colleagues, collaborators and trainees from a diverse range of backgrounds.

### Essential Criteria for the role

Candidates must demonstrate in their cover letter and Curriculum Vitae that they meet all the below essential criteria.

Each candidate must, on the latest date for receipt of completed application forms, have;

- A recognised degree, Level 8 in the National Framework of Qualifications, in a subject relevant to the post.
- Three years' experience of working in an administrative/office management role, or providing corporate support services for a small or medium sized company.
- Familiarity with essential policies and operational procedures appropriate for a small Company Limited by Guarantee (CLG).
- Have basic accounting skills.
- Possess excellent organisation and management skills.
- Have excellent motivational, communication and interpersonal skills.
- Have the ability to work in a team environment with strong organisation and time-management skills.
- Excellent computer skills, demonstrating extensive experience of Microsoft Word, Excel and Outlook.
- Have full rights to work in Ireland.

### Personal Skills

- Demonstrate judgement, analytical thinking, problem solving and decision-making skills and excellent leadership and interpersonal skills at managerial level in an organisation.
- Excellent report writing, interpersonal, communication and influencing skills.
- Experience in change management.

- Have the necessary skills and strategies to build strong stakeholder engagement in order to make effective and enduring collaborative relationships.

As the National Biodiversity Data Centre is in its initial establishment phase as a CLG, the working environment will be dynamic and evolving, requiring all staff to embrace and manage change and take on new responsibilities as needs arise. Consequently, the responsibilities outlined in this job description should not be regarded as comprehensive in scope and may be added to or altered as required, in line with the requirements of the National Biodiversity Data Centre.

### Reporting

The Office and Corporate Support Officer will report to the Chief Operating Officer.

## CONDITIONS OF SERVICE

### Tenure

The post is whole-time and permanent.

### Salary

The salary scale for the post of Office & Corporate Support Officer is: €40,000 – €41,500 – €43,500 – €45,000 – €47,000 – €48,750– €50,500 – €52,000 – €54,000 , with increments being awarded annually, subject to satisfactory performance in the role. After 3 years on the maximum, a Long Service Increment to €55,000 will be available, with an additional Long Service Increment to €57,000 being available after a further 3 years, both of which will again be subject to satisfactory performance in the role.

### Annual Leave

23 days per annum. Rising to 24 after 5 years' service and to 25 after 10 years' service.

### Place of work

The place of work will be the National Biodiversity Data Centre Headquarters, Beechfield House, South-East Technological University, West Campus, Carriganore, Co. Waterford, X91 PE03.

Please note the National Biodiversity Data Centre currently operates a hybrid working policy, which is subject to change to suit the needs of the business and the role.

### Hours of Attendance

The standard working week is 37.5 hours, 09.00 – 17.30 Monday to Friday with one hour for lunch.

The successful candidate will be required to work additional hours from time to time as may be reasonable and necessary for the proper performance of his/her duties subject to the limits set down in the working time regulations. Overtime rates will not apply to additional hours worked outside of normal hours.

### Retirement / Superannuation:

Then National Biodiversity Data Centre will provide a 5% pension contribution to the employee's Personal Retirement Savings Account (PRSA).

### Probation

There shall be a period after appointment takes effect during which the appointed person shall hold their employment on probation. Such period shall be six months, but the Chief Executive Officer may, at his discretion, extend such period. A person may cease to hold such employment at the end of this period at the discretion of the Chief Executive Officer.

The above represents the principal conditions of employment and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in a detailed employment contract to be agreed with the successful candidate.

### Application Process

#### Selection Methods

The selection process may include any or all the following:

- Shortlisting of candidates. The number of candidates to be invited for interview shall be determined by the National Biodiversity Data Centre. The shortlisting will be carried out on behalf of the National Biodiversity Data Centre by Sigmar Recruitment against criteria specified for the position and only on the basis of the information contained in the candidate's Cover Letter and CV. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, Sigmar Recruitment may decide that a smaller number will be called to the next stage of the selection process. In this respect, Sigmar Recruitment provide for the employment of a

shortlisting process to select a group who, based on an examination of the CV and Cover Letter, appear to be the most suitable for the position. This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/experience in your Cover Letter and CV.

- An interview.
- The National Biodiversity Data Centre may create a panel from which future vacancies at the specified grade may be filled.

It is the intention to hold interviews during the week commencing Monday the 20<sup>th</sup> of May 2024 at the offices of the National Biodiversity Data Centre, Beechfield House, South-East Technological University (SETU), West Campus, Carriganore, Co. Waterford X91 PE03. Remote Interviews may be accommodated but only in exceptional and unavoidable cases. It is the responsibility of the interviewee to ensure that he/she has access to adequate facilities to enable them to participate in online interviews.

The National Biodiversity Data Centre will not be responsible for any expense a candidate may incur in attending for interview.

## References

It would be useful if you would begin to consider names of people who would be suitable referees that we might consult (2 names and contact details). The referees do not have to include your current employer but should be in a position to provide a reference for you; at least one of these should be a person to whom you have had a direct reporting relationship. The referees should be able to provide relatively recent information on your performance and behaviour in a work context. You may wish to select referees that can provide such information from different perspectives or in different work contexts. Please be assured that we will only contact referees should you come under consideration after the interview stage. Please note, should you be successful at interview, we will require a reference from your current employer prior to recommendation for appointment.

## How to Apply

To apply, please submit a comprehensive **curriculum vitae (C.V.)** clearly showing the relevant achievements and experience in your career to date. You must also submit a **cover letter (no more than three pages)**, with the role title in the subject line, outlining why you are interested in the opportunity and where you believe your skills, knowledge and experience meet the requirements of the role. **All applications must be submitted via the online application portal. You can access the portal via <https://biodiversityireland.ie/>**

### Closing Date

Your CV and Cover Letter must be submitted by 5pm on Tuesday the 7<sup>th</sup> of May 2024. Applications will not be accepted after this time.

If you do not receive an acknowledgement of receipt of your application within 24 hours of applying, please contact [publicsector@sigmar.ie](mailto:publicsector@sigmar.ie)

### Candidates with Disabilities

The National Biodiversity Data Centre is committed to equal opportunities for all candidates. If you have a disability or require reasonable accommodations during the recruitment process, we encourage you to let us know to ensure that you receive the support that you need. Requiring adjustments or reasonable accommodation will not have any impact on the selection process and all information disclosed will be treated in the strictest confidence.

### Deeming of Candidature to be withdrawn

Candidates who do not attend for interview when and where required by the National Biodiversity Data Centre, or who do not, when requested, furnish such evidence as the National Biodiversity Data Centre requires regarding any matter relevant to their candidature, will have no further claim to consideration.

### Period of Acceptance

The National Biodiversity Data Centre will require the person to whom appointment is offered to take up the appointment within a period of not more than three months and if he/she fails to take up the appointment within such period or such longer period as the National Biodiversity Data Centre in its absolute discretion may determine, the National Biodiversity Data Centre shall not appoint her/him.



### Canvassing

Any attempt by a candidate, or by any person(s) acting at the candidate's instigation, directly or indirectly, by means of written communication or otherwise to influence in the candidate's favour, any member of the staff of the National Biodiversity Data Centre or person nominated by the National Biodiversity Data Centre to interview or examine applicants, will automatically disqualify the candidate from the position being sought.

### Garda Vetting

Garda vetting may be sought in respect of individuals who come under consideration for appointment.

### Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. For the purpose of satisfying the requirement as to health it may be necessary for the successful candidate, before they are appointed, to undergo a medical examination by a qualified medical practitioner to be nominated by the National Biodiversity Data Centre.

### Enquiries/Further Information

If you require additional information or to arrange a confidential discussion in relation to the opportunity, please email [ncoleman@sigmar.ie](mailto:ncoleman@sigmar.ie)

## General Information

### Legal Compliance

The National Biodiversity Data Centre is committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2015, the Employment (Miscellaneous Provisions) Act 2018, the Data Protection Acts 1988 - 2018, and the Freedom of Information Acts 1997, 2003 and 2014.

### GDPR Compliance

The National Biodiversity Data Centre collects, processes, and stores personal data, as provided by applicants when applying for the role available. The data provided by applicants is collected, recorded, stored, retained, and destroyed in compliance with the Data Protection Acts 1988 - 2018.

### Use of Recording Devices

The use of recording equipment is prohibited during the application and interview process.

### Candidate Obligations

Candidates must not knowingly provide false or misleading information. Candidates must not interfere or compromise the competition process in any way.

### Request for Feedback

Feedback will be provided at the end of the selection process. Should further feedback be required this can be requested by emailing [ncoleman@sigmar.ie](mailto:ncoleman@sigmar.ie)