



Operations & Sustainability Projects Officer

The Irish Universities Association (IUA) is the representative organisation for Irish universities, acting as the 'voice' of its university members and is committed to:

- clearly and publicly articulating the importance and value of university education;
- acting as an advocate for the university system;
- providing effective liaison and dialogue with the State and its agencies;
- ensuring the system is resourced and prepared for the challenges of the future;
- developing sectoral policies and strategies;
- maximising the contribution of higher education in all its dimensions to society and the economy.

We now invite applications for the full-time contract position of Operations and Sustainability Projects Officer which will form a key part of our Finance & Operations team supporting universities across finance, governance and operations.

Role Purpose

To support the Director/Deputy Director of Finance & Operations in the co-ordination and progression of sectoral policies & initiatives with a particular focus on university operations and in managing and progressing key sectoral projects within the broad operations space. 50% of the role will be dedicated to sectoral sustainability projects and initiatives including project managing the IUA/EPA 'Campus Living Labs' Sustainability Project aimed at reducing waste and increasing recycling across university campuses.

Reporting to:

The Deputy Director of Finance & Operations.

Key Responsibilities

- Supporting the IUA Deputy Director of Finance & Operations in developing, coordinating and implementing key sectoral policies, projects and initiatives with a particular focus on university operations (incorporating Estates management, ICT, Cyber security, Sustainability etc.).
- Supporting the work programme of the IUA Chief Operations Officers Group.
- Developing sectoral position/policy papers, briefing papers and submissions for review by the Deputy Director of Finance & Operations.

- Supporting the IUA Sustainability Working Group in pursuing and implementing sectoral sustainability related initiatives including acting as Project Manager for the IUA/EPA 'Living Labs' Sustainability project.
- Collating and compiling sectoral data for input to submissions, policy papers and communications.
- Supporting strategic public affairs and policy positioning initiatives by the IUA
- Providing relevant policy statements and material for use in IUA communications and advocacy activity.
- Servicing requirements of key sectoral groups and committees.
- Liaising with member institutions or third-party organisations as required.
- Supporting the Deputy Director of Finance & Operations with any other tasks as required from time to time.

Key Attributes

- NFQ level 8 (or equivalent) graduate ideally with 2 or 3 years relevant experience
- Strong project management skills
- Data analysis and data management skills
- Good business acumen
- Good policy and research skills
- Excellent writing, analytical and communication skills
- Strong attention to detail
- Good inter-personal skills and ability to develop and foster relationships with a range of key stakeholders
- Ability to work on own initiative and to be flexible and adaptable
- Interest or background in Higher Education and sustainability would be an advantage
- Knowledge of waste and circular economy policy would be an advantage (for the IUA/EPA Campus 'Living Labs' project).

Contract Details

The IUA is committed to flexible working. The majority of our roles can be carried out successfully by remote / blended working. Our focus is on getting the job done rather than where the job-doer is located. The position of Operations and Projects Officer is offered on a 2-year fixed term contract, and subject to a period of probation and meeting on-going performance requirements. The role may require domestic travel within Ireland.

Salary in the region of €50,000 - €55,000 commensurate with experience will be offered. A secondment arrangement for existing public-sector employees may be possible, subject to concluding an appropriate agreement between the IUA and the candidate's current employer.

Applications

Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by November 28th, 2021, to: marguerita.lardner@iua.ie

Tel. 01 6764948

The IUA is an equal opportunities employer