

## **IUA Executive Assistant to the Director General**

**(2-year fixed term contract)**

The Irish Universities Association (IUA), the representative body for Ireland's leading universities, invites applications for the role of Executive Assistant to the Director General. This is a business-critical position providing high-level executive and organisational support to the Director General, while also contributing to the effective operation of the IUA office.

### **About the IUA:**

The Irish Universities Association (IUA) is the representative organisation for Ireland's research-intensive universities including Dublin City University, Maynooth University, Trinity College Dublin, University of Galway, University College Dublin, University College Cork, and University of Limerick.

IUA acts as the sectoral 'voice' of its members and is committed to:

- clearly and publicly articulating the importance and value of university education
- acting as an advocate for the university system with government, business and in the media
- providing effective liaison and dialogue with the State and its agencies on higher education and related issues
- ensuring the HE 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.

### **About the role:**

The IUA Executive Assistant is a pivotal, trusted role that blends senior-level executive support with wider office management, coordination and organisational skills.

The post holder will work closely with the Director General and colleagues across the organisation to support the organisation's advocacy and representative role on behalf of Ireland's leading universities and to liaise with senior internal and external stakeholders. The role also includes handling reception duties such as greeting visitors and managing enquiries. The post holder will thus have an important role in being the first point of contact for many external contacts with the IUA.

The job also involves being responsible for the management of critical administrative and front-office functions and provides staff support through diary management, meeting organisation, events, and travel arrangements, for the Director General in particular.

This is a multifaceted and trusted role requiring discretion, excellent judgement, strong organisational capability and the ability to manage sensitive and confidential information with professionalism.

The successful candidate will be involved in coordinating engagements with Government, state agencies and senior university leaders, gaining insight into how policy positions are developed and advanced, while contributing to work that supports the effectiveness and sustainability of the higher education system.

### **Key Responsibilities**

- Provide comprehensive, high-level, high quality administrative and PA support to the Director General.
- Proactively manage the Director General's diary, including scheduling, prioritising and coordinating meetings and engagements.
- Coordinate staff travel arrangements, itineraries and briefing materials as required.
- Act as a key point of contact between the Director General / IUA staff and internal and external stakeholders, including university leaders, government departments, state agencies and partners.
- Manage correspondence and communications on behalf of the Director General with professionalism and discretion.
- Exercise sound judgement in handling enquiries and escalating issues appropriately.
- Work collaboratively with colleagues to ensure the efficient and professional operation of the IUA office.
- Support meeting and event logistics, including room bookings and video conferencing arrangements.
- Provide general administrative support across the organisation as required, including document preparation and coordination of activities.
- Deliver front-of-house services by managing reception, greeting visitors, handling enquiries, and ensuring effective file and correspondence management.
- Provide administrative and organisational support for policy development, advocacy and lobbying activity, including coordination of meetings, preparation of briefing materials and tracking of key engagements.
- Assist in coordinating stakeholder engagement, including maintaining accurate records and databases of key contacts.
- Support research, preparation of briefing materials and analysis to inform meetings and decision-making.
- Contribute to special projects and cross-organisational initiatives as required.

## **Skills, Experience & Attributes**

### **Essential Requirements**

- Experience providing high-level executive administrative or PA support to a senior leader or executive.
- Demonstrated experience managing complex diaries, meetings and competing priorities.
- Strong organisational, time-management and attention-to-detail skills.
- Excellent oral and written communication skills.
- Proven ability to work autonomously, exercise sound judgement and maintain confidentiality.
- Strong interpersonal skills, with the ability to engage effectively with internal and external stakeholders.
- Proficiency in the entire MS Office suite.
- Flexibility, resilience and the ability to adapt to changing priorities in a fast-paced environment.

### **Desirable Requirements**

- A relevant third-level qualification or equivalent professional experience.
- Experience working in a higher education, public sector or policy-focused organisation.
- Policy capable with an interest in higher education policy and the role of universities in society.

### **Personal Attributes**

The successful candidate will be:

- Highly professional, discreet and trustworthy.
- Proactive, solution-focused and adaptable.
- Comfortable working both independently and as part of a small, collaborative team.
- Confident managing sensitive information and senior-level interactions.

**Contract details:**

The position is offered on a 2-year fixed term contract and subject to a period of probation and meeting on-going performance requirements.

**This is a full-time, office-based position and requires daily attendance at the IUA Office.**

A competitive salary commensurate with experience will be offered. Annual leave entitlement is 25 days (not including bank holidays) per annum pro rata for duration of contract.

**Application Details:** Please forward a detailed but concise CV and cover letter (max 500 words), demonstrating the competencies and experience listed above, by email by 23:59 25<sup>th</sup> January 2026 to the IUA HR Manager [Jennifer.Cleary@iua.ie](mailto:Jennifer.Cleary@iua.ie) Tel. 01 6764948.