The University of Dublin
Trinity College

Post Specification

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Personal Assistant to Programme Manager</th>
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<tbody>
<tr>
<td>Post Status:</td>
<td>Two year contract</td>
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<tr>
<td>Department/Faculty</td>
<td>The Irish Longitudinal Study on Ageing (TILDA)</td>
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<tr>
<td>Location:</td>
<td>Trinity College Dublin</td>
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<tr>
<td>Reports to:</td>
<td>TILDA Programme Manager and Professor Rose Anne Kenny</td>
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<tr>
<td>Direct Reports: (if any)</td>
<td>Programme Manager</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>31st May, 2006</td>
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<tr>
<td>Salary Range:</td>
<td>€34,415 - €38,840</td>
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Post Summary
The Irish Longitudinal Study on Ageing (TILDA) is a longitudinal study of ageing for which Trinity College Dublin is the host institution. The study is a cross disciplinary, cross institutional national study.

The first wave of TILDA is scheduled to run in 2007/2008 with 5-yearly waves thereafter and annual follow up. The present contract for the developmental and pilot phase of the programme may be extended in the event of successful completion of the pilot phase by the incumbent.

The Personal Assistant (PA) will support the Programme Manager in developing the pilot phase of the study which will develop in to a 10 year programme in 2008.

Background to the Post
Attached TILDA pilot project document

Principal Duties
- To provide administrative support for the Programme Manager and Project Executive team including co-ordinating meetings, preparation of reports and dealing with all correspondence relation to the directorate business.
- To provide secretarial support to the Programme Manager, lead PI and Projective Executive team.
- To support the Programme Manager in preparation of business plans and budgetary submissions.
- To respond to operational issues which may arise in the management of the study participants and stakeholders.
- To assist in the management and co-ordination of input of data
- To assist the TILDA Research staff in the preparation of reports and correspondence for participants and stakeholders.
- Dealing with all email and other correspondence daily in relation to TILDA.
- Have the ability to work as a member of a multidisciplinary team under the directorship of the Programme Manager
- Ability to meet deadlines, to work under pressure and to multitask.
Person Specification

Qualifications & Experience (Essential & Desirable)

**Essential:**
- Proficiency in Microsoft office (Word, Excel,)
- Excellent typing skills
- Excellent interpersonal with strong written and verbal communication skills
- Strong organizational skills

**Desirable:**
- Powerpoint
- Shorthand
- Reference manager
Trinity College Dublin

Trinity College, the single constituent college of the University of Dublin, was founded by Queen Elizabeth I in 1592, and so celebrated its first Quatercentenary in 1992. It is the oldest university in Ireland and one of the older universities of Western Europe. Based on the general pattern of the ancient colleges at Oxford and Cambridge, Trinity has a main campus extending over 40 acres in a unique site in the heart of the city. Trinity College Dublin is the highest-ranking Irish university to feature in the top 200 universities in the Times Higher Education Supplement’s world university rankings published in 2004. The College was ranked 87th in the world.

Most academic activity is concentrated in the main college campus. However, recent developments have allowed expansion of the Health Sciences Faculty in two major off-campus locations – a purpose built facility in the largest teaching hospital in Ireland, at St. James’s Hospital, and another in a newly-completed regional general hospital in the Dublin suburbs at Tallaght.

The vigour of any university must be judged by its commitment to research. In the early twenty-first century, this often takes the form of partnership with major international companies or of inter-institutional co-operation within the framework of programmes of the European community, and in both Trinity is in a leading position in Ireland. In 2002/03, TCD was highly successful in securing research income, earning €47.4m (an increase from €39.2m in the previous academic year). In February 2005 TCD announced the commencement of construction of Ireland’s first purpose-built nanoscience research institute, The Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN). This €29m development will house 150 scientists, technicians and graduate students in a state of the art facility is due be completed by the end of 2006.

In other fields, the Library is the heart of research activity, and here Trinity is particularly fortunate. With a bookstock of over 4 million volumes the College Library is one of the largest in Europe. It benefited from a major €20m expansion of its open-access book-stacks and reading space with the opening of the Ussher Library in 2003. Along with the British Library in London and the university libraries at Oxford and Cambridge, Trinity College Library enjoys the privilege of receiving all Irish and U.K. copyright material.

The University is controlled by an academic board, chaired by the Provost. Academic matters are under the control of the University Council, again chaired by the Provost. There are six faculties in the university: Arts (Humanities), Arts (Letters), Business, Economic and Social Studies, Engineering and Systems Sciences, Health Sciences and Science; under restructuring proposals being finalized in 2005, there will in future be four larger faculties.
The University of Dublin
Trinity College

The Selection Process in Trinity

- Acknowledgement of applications will be by letter and issued no later than 3 working days following the closing date.

- Applications are sent to the Nominating Committee for shortlisting, the week following the closing date.

- The recruitment section will contact shortlisted candidates to invite them to attend the selection process on the specified date. Given the degree of co-ordination and planning to have the Nominating Committee available on the specified date, we regret that we may not be in a position to offer alternate selection date. Where candidates are unavailable, reserves may be drawn from the shortlist.

- It is the policy of this University to seek references prior to interview. If you do not wish us to contact referees please state this clearly on your application.

- Outcomes of interviews will be notified in writing to candidates and will be issued no later than 3 working days following the selection day. Feedback is available to unsuccessful candidates upon request through the Recruitment Section.

- Candidates may be eligible for reimbursement of their travel and accommodation expenses incurred when attending for selection. Please contact the Recruitment Officer if accommodation in Dublin is required.

- In some instances the Nominating Committee may avail of telephone or video conferencing for preliminary candidate interviews.

- The College’s selection methods may consist of any or all of the following:
  - Interviews
  - Presentations
  - References

- It is the policy of the College to conduct pre-employment medicals.

Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the traveling community.

Applications to:
Recruitment Executive
Staff Office
Trinity College
Dublin 2

Tel: +353-1-608-
Fax: +353-1-677-2694

Email: