



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Post Title & Subject Area:	Administrative Assistant
Unit:	ARC Hub for HealthTech
Post Duration:	Specific Purpose Contract
FTE:	0.8 FTE
Grade:	Grade 3
Reports to:	Senior Operations Manager, ARC Hub
Comp Ref:	011260



1. Job Advertisement

Applications are invited for an appointment as Administrative Assistant, Part-time (.8FTE), Specific Purpose Contract in ARC Hub for HealthTech in the College of Medicine, Nursing and Health Sciences at University of Galway.

This post is being offered as a specific purpose contract and will terminate by reason of the expiry of its specific purpose.

The Research Ireland ARC Hub for HealthTech is a collaborative initiative between the University of Galway, Atlantic Technological University (ATU) and the RCSI University of Medicine and Health Sciences, to guide academic projects in the MedTech and connected health technologies to commercial success on a national scale in conjunction with other Higher Education Institutions (HEI) in the Republic of Ireland. The HealthTech Hub will support the translation of cutting-edge MedTech and Connected Health innovations into impactful healthcare solutions. The Hub, hosted by the College of Medicine, Nursing & Health Sciences, will service cutting-edge research translated into real-world applications and equip innovators with knowledge and acumen needed to bring transformative healthcare technologies to market. The overall vision of the ARC Hub for HealthTech is to support the S3 strategy and drive regional growth and impact in the chronic disease management sphere through the creation of a world class hub supporting the translation of cutting-edge MedTech and Connected Health innovations into impactful healthcare solutions.

The ARC Hub for HealthTech is seeking to hire a person to provide administrative support to members of the Operations and Commercial Teams. This post is being offered as a specific purpose contract and will terminate by reason of the expiry of the project.

The ARC Hub for HealthTech is co-funded by the Government of Ireland and the European Union through the ERDF Northern & Western Regional Programme 2021-2027

The ARC Hub for HealthTech project is funded until the end of 2029.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2020-2025 - University of Galway](#)

Information on the College of Medicine, Nursing and Health Sciences' Strategic Plan is available [here](#)

For informal enquiries, please contact Professor Garry Duffy Email: garry.duffy@universityofgalway.ie

Salary: €42,350 - €58,813 per annum pro rata for part time/short term roles (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Grade 3 pay scale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Thursday, 14th of August 2025. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.



Rialtas na hÉireann
Government of Ireland



Arna chomhchistiú ag
an Aontas Eorpach
Co-funded by the
European Union



Tionól Réigiúnach
An Tuaiscirt & An Iarthair
Northern & Western
Regional Assembly



Taighde Éireann
Research Ireland

2. Role Relationships

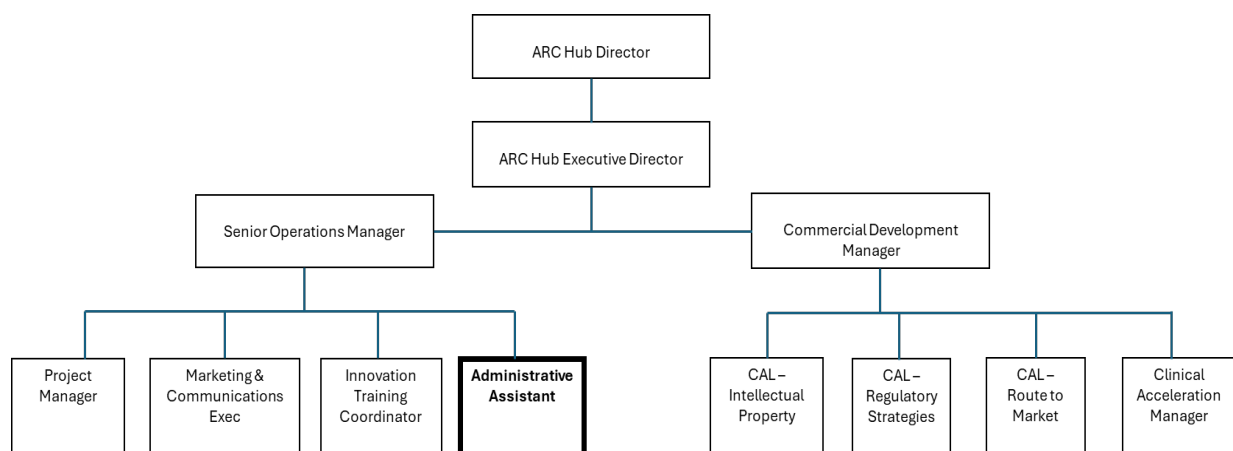
Reporting directly to the Senior Operations Manager the post holder will have specific daily contact with.

- ARC Hub Director and Executive Director
- ARC Hub Operational and Commercial Teams
- Human Resource Office
- Research Accounts office
- Procurement Office
- Buildings and Estates
- Office of the VP for Research and Innovation
- Service Providers

The post holder has general contact with:

- ARC Hub funded researcher
- RCSI & ATU counterparts in the ARC hub
- Research Ireland
- Other academic, research, technical and administrative staff of the College and University

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

The main purpose of the job is to work closely with the ARC Hub leadership team ensuring that adequate and professional administrative support is provided pertaining to financial administration, procurement and suppliers, HR administration in line with the requirements of the ARC Hub and per the set timelines. It also includes assisting with the preparation, organisation and reporting of information to key stakeholders, arranging internal and external meetings, managing and maintaining systems.

The postholder will manage assigned tasks and prioritise competing tasks in order to ensure that they are completed on time and to a high standard with excellent attention to detail.

4. Main Duties and Responsibilities

- To provide the ARC Hub for HealthTech with a comprehensive and professional administrative and support service e.g. financial administration, procurement and suppliers financial administration support interfacing with Agresso system.
- Administrative management of central email box, HR administration support liaising with University of Galway HR and Research Accounts Office departments as required.
- To prepare and organise information and reports for internal and external meetings, ensuring workloads are managed appropriately and that internal and external deadlines are maintained.
- Contributing to and carrying out project work as/when required and any other duties deemed appropriate by line management.
- Managing and maintaining systems i.e. Agresso, ARC operations administration filing system (MS Teams), any relevant operational oversight trackers, central email inbox repository etc.
- Contribution to the development of administrative processes and SOPs as required.
- Managing assigned tasks and prioritising competing tasks to ensure that they are completed on time and to a high standard with excellent attention to detail.
- Support the training of new staff members and ensuring efficient management of workloads during peak times.
- Supervision and guidance of administrative staff whilst working on own initiative and as part of a team in delivering services.
- Providing the highest quality standards in customer service when dealing with the public, stakeholders and internal staff whilst acting on feedback and reporting to line management e.g. liaising with vendors and service providers in a finance administrative capacity for invoice processing and related queries, liaising with funders and external funders in a finance administrative support capacity.
- Checking work thoroughly to ensure it is always completed accurately and to a high standard.
- Maintain own knowledge of relevant University Policies and Procedures and regulations.
- Other duties as assigned by the ARC Hub's Operations Manager.

5. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

- Pass in 5 subjects at Leaving Certificate level (or equivalent) **or** a recognised post Leaving Certificate administrative/office technology qualification
- Satisfactory relevant employment experience which demonstrates a high level of administrative support in a demanding office environment
- Excellent IT skills with proficiency in M/S Office suite
- Demonstrate the ability to plan and organise own workload in an effective manner within strict deadlines.
- Demonstrable energy, initiative, motivation and leadership potential.
- Experience using various IT systems such as Agresso or similar financial management IT system.
- Excellent planning and organisational skills.
- Excellent written and verbal communication skills, good numeracy skills, and ability to analyse data with a strong attention to detail
- Flexibility and problem-solving ability.
- Ability to work both independently as well as part of a team.
- Demonstrate ability to work in line with relevant policies and procedures and regulations.

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Agency staff who have three months continuous service with the University can apply for internal vacancies. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **Thursday 14th of August 2025**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive

list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.