



Job Description

Comp ID:	(...)
Job Title:	OurKidsCode Project Administrator
School/Department:	School of Computer Science and Statistics
Job Category and Level: (Specific purpose contract)	Professional, Administrative & Support; Administrative 3

The Purpose of the Role

The School of Computer Science and Statistics (SCSS) invites applications for an Administrative Officer 3 position as part of the OurKidsCode project team. The specific purpose of this role is to provide administrative support on the OurKidsCode project. This employment is not offered on an indefinite basis as this project is finite. Termination of this contract will occur on completion of the work in which you are engaged in, or in the event of the funding stream being terminated or withdrawn by the funding agency.

The successful candidate will join a small project team and will be responsible for the provision of high-quality office, administration and project management.

Context

OurKidsCode is a research project delivered by the School of Computer Science & Statistics at Trinity College Dublin. It aims to support parents/guardians who wish to engage their primary-school children's interest and activity in computing through the provision of family creative computing workshops. The workshops are delivered to families in local community centres, libraries and primary schools nationwide, with the ultimate goal of building sustained community-based parent/children coding clubs across the country.

The Project Administrator will work closely with the Programme Manager and Project Lead to ensure successful roll out of multiple strands of funded project activity.

Main Responsibilities

Project Administration and Co-ordination

- Provision of administrative support to the project team working on OurKidsCode initiatives and the strategic planning process.
- Responsible for the co-ordination of new project activity streams within the OurKidsCode project and any other related initiatives in OurKidsCode as identified.
- Supporting the Programme Manager and Project Lead with reporting requirements and documentation for projects and programmes. Such as documents related to project planning, estimating, reporting and project metrics.
- Conducting the day-to-day financial administration of multiple project budgets including providing monthly financial reports and other reports upon request to the project lead.
- Liaison with suppliers, partners, funders, TCD financial services and SCSS finance colleagues.

OurKidsCode Office and General Administration

- Responsible for the OurKidsCode Office administration and other general administrative requirements.
- Development of processes and procedures related to the administration of the project.
- Liaising with and supporting programme manager on finances, IT, projects, policy development, and working group co-ordination.
- Coordination and administrative support for multiple working groups.
- General Office Administrative duties including diary management, responding to emails, organizing and facilitating meetings, and travel arrangements etc.
- Input to communications related to the OurKidsCode initiatives. Designing and maintaining the associated website. And advising the project lead of additions that could be made to same.
- Any other duties that arise from time to time as directed by the manager or nominee.

Person Requirements

The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications

- A third level qualification or professional certification in a relevant field (such as finance) is desirable
- A recognized project management qualification (desirable) and /or equivalent experience of project co-ordination

Knowledge

- Proficient computer skills with a high-level of competency in MS Office packages (Word, PowerPoint, Excel, Word Press, MS Forms); experience with Mailchimp and SurveyMonkey or equivalents, Web management (essential)
- Good working knowledge of College systems (desirable)
- Strong knowledge of the work of school and community engagement in academic matters (desirable)

Experience

- Prior work experience, a minimum of three years, in a relevant role (essential)
- Proven experience in managing budgets and reporting on finances (essential)
- Proven experience of coordinating projects – from initiation to conclusion (essential)
- Proven experience of writing reports and supporting committees and working groups (essential)

Skills

- Excellent interpersonal skills and service-mindedness with the ability to interface collegially and effectively with others and foster good working relationships (essential).
- The ability to work on their own initiative and in a team; to multi-task within a busy environment; be a dedicated professional, committed to delivering a service whilst carrying a wide-ranging and considerable workload with enthusiasm (essential).
- Ability to assimilate and analyse information quickly and accurately at short notice.
- Proven organisational skills, ability to work with a level of autonomy and with flexibility.
- Excellent communication skills – first class written skills – and can communicate complex information clearly and persuasively (essential).
- Ability to resolve issues, stay focused and collaborate with colleagues to solve problems and make decisions.
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- Capable of taking ownership of problems and following up with multiple stakeholders to address any issues.
- Highly personable individual who inspires and empowers those around them.
- Shows a great degree of appreciation for, and dedication to deliver on, the vision of OurKidsCode and the University in all their actions.
- Flexible approach to working hours as the demands of the post may require some travel and work outside normal office working hours from time to time.

Personal attributes

- **Motivated:** displays a positive 'can-do' attitude, is committed to the post, what it seeks to achieve and wishes to contribute to its development.
- **Initiative:** takes initiative to suggest changes for improvement and remains solution focused.
- **Professional:** Maintains high professional standards in the delivery of customer and stakeholder needs.
- **Attention to detail:** detail focused and possessing a very high standard of accuracy.
- **Flexibility:** can operate flexibly within a busy work environment, can shift focus when required, willing to work outside normal office hours when required.
- **Team Player:** ability to work effectively as part of a team in a busy work environment.

Application Information

In order to assist the selection process, candidates should submit a Curriculum Vitae and a Cover Letter (1x A4 page) showing evidence of experience in the context of the job requirements, especially with respect to the essential experience requirements listed above.

- Please note: Candidates who do not address the application requirements will not be considered at the short list stage.
- Candidates should note that the interview process for this appointment may include a presentation, a test of practical skills, and/or a second interview.

Further Information

Informal enquiries about this post may be made to Dr. Nina Bresnihan (Nina.Bresnihan@tcd.ie) or Louise Caldwell (louise.caldwell@tcd.ie).

Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

Competency		Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	Service Ethos	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	Builds Trusted Relationships	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	Decision-making	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	Achieves Results	Delivers results by setting direction, planning, executing and evaluating impact.