

Role:	PA / Administrator
Vacancy:	Permanent
Location:	The Exchange, Belgard Square North, Tallaght, Dublin 24
Reporting to:	Director and HR Manager
Direct Reports:	None

The Commission for Energy Regulation (CER) is Ireland's independent energy and water regulator with a wide range of economic, safety and customer protection responsibilities across energy and water.

The CER's current responsibilities include economic regulation of the Irish electricity and natural gas sectors spanning both competitive markets and monopoly networks. The overall aim of the CER's economic regulation role is to protect the interests of customers and to maintain the country's security of gas and electricity supply in what is a constantly changing environment. The CER is also economic regulator of public water and waste water services in Ireland and the focus is serving the best interests of Irish Water's customers. In both energy and water, the CER has an important related function in customer protection by resolving complaints that customers have with energy and water companies. The CER is leading the national smart metering programme, aimed at upgrading to the next generation of energy meters and transforming retail markets. The CER's safety responsibilities include safety regulation of electrical contractors, gas and LPG installers and the safe operation of the onshore gas network with a view to protecting life and property. The CER is also the safety regulator of upstream petroleum safety activities including off-shore gas and oil.

The Scope and Responsibilities of the Role:

The CER is now seeking a qualified, high achieving individual to join the administration team and play their role in the future of the energy and water sectors in Ireland.

Some of the key requirements and responsibilities include but are not limited to:

- Provide personal assistance to a director;
- Monitor director's email and ensure items are flagged and when appropriate, actions taken;
- Provide secretarial and administrative support to the Commission as required;
- Responsible for director's diary management;
- Travel arrangements for the director and divisional team;
- Arrange meetings, both internally and externally;
- Manage all correspondence through internal document management system;
- To ensure documents are filed in the electronic database and any follow-ups required are completed in a timely manner;
- Typing, for example, preparing letters, memos, reports, file notes, consultation papers etc.

- First point of contact for calls, queries and message for the director and divisional team as necessary;
- Develop and maintain efficient filing and administrative systems;
- Attend meetings and take minutes as may be directed by the CER, as appropriate to the position of PA/administrator;
- Responsible for providing paperwork and reporting on actions for various meetings, to include team meetings, divisional meetings and meetings with the senior management team;
- Assist in the collection of data for such monthly, quarterly and annual reports as may be required from time to time.
- As part of the administration team be responsible for the publishing of CER documents on the CER's website as necessary;
- Perform reception support / cover;
- Undertake on-going training and professional development, appropriate to the effective and timely discharge of the duties of the post; and
- Perform such other duties, appropriate to the role, as may be required by the CER from time to time.

Please note that the above list is not exhaustive and the director / HR manager will assign other duties as appropriate to the role. The above list of key responsibilities is a basic guide to the scope of the position. It is subject to ongoing review and will develop and change in line with the constantly evolving practices and procedures in the CER.

Person Specification:

Essential criteria/competencies, which the candidate must possess:

- Excellent interpersonal and communication skills with the ability to communicate successfully and sensitively with the public, staff and industry players;
- Be results oriented and client focused;
- Experience of working on own initiative and in a team setting;
- Strong organisational skills with the ability to multi-task and have excellent attention to detail skills;
- Ability to undertake work and complete tasks to a high standard on own initiative within tight deadlines;
- Self-motivated with the willingness to learn new skills; and
- Ability to deal with sensitive issues in a confidential manner.

Work Experience:

- Minimum of 2 years relevant administrative / clerical experience; and
- Comprehensive knowledge of Microsoft Office.

Desirable criteria, which the candidate should ideally possess:

- Previous experience in a PA role; and
- Knowledge of HP Records Manager filing system.

The Package:

We are offering an attractive package:

- Salary scale €22,638 - €36,591
Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with Government pay policy. Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.
- Opportunity for upskilling in specialist technical areas
- Attractive Pension Scheme
- Increments may be awarded annually subject to satisfactory performance
- Access to Cycle to Work Scheme
- 22 days annual leave rising to 23 days after 5 years' service and 24 days after 10 years' service
- 9 days bank / public holiday
- Flexible working arrangements
- Tax free bus / Luas to assist with travel costs to and from work
- Access to Employee Assistance Programme

Application Process:

A CV and cover letter should be sent (preferably by email) to the HR Manager, Yvonne Fisher, at the address below by midnight on 26 August 2016.

The cover letter should outline why you wish to be considered for the post and where you believe your skills, experience and values meet the requirements of the position.

HR Manager,
Commission for Energy Regulation,
The Exchange,
Belgard Square North,
Tallaght,
Dublin 24.
Tel: +353 1 4000800
Fax: +353 1 4000850
Email: hrdepartment@cer.ie

Short listed candidates will be invited to attend for interview and may be asked to make a short presentation on a brief that will be forwarded prior to interview. A two-stage interview process may also be applied. The CER may establish a shortlist of suitable candidates for potential future positions within the organisation.

The interviews are provisionally scheduled to take place on the 7 September 2016, however, please note this is subject to change.