



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta
National Treasury Management Agency

The NTMA is proud to be an equal opportunities employer. We recognise that a diverse and inclusive workplace informs better decision making, creative thinking, innovation and drives business performance. We are strongly committed to ensuring that our workforce is representative of our society. Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities by emailing Recruitment@ntma.ie.

****Closing Date: 15th September 2021****

Role Profile

Job Title: Inclusion & Diversity and Wellbeing Administrator
Division/Function: Human Resources
Reports to : Internal Communications and Inclusion & Diversity Manager
Career Stream: Professional
Career Zone: Support Professional
Contract Type: Permanent

Summary of Business

The National Treasury Management Agency (NTMA) provides asset and liability management services to the Irish Government. It has evolved from a single function agency managing the National Debt to a manager of a complex portfolio of public assets and liabilities.

Businesses managed by the NTMA include borrowing for the Exchequer and the management of the National Debt, the State Claims Agency, the New Economy and Recovery Authority (“NewERA”), the Ireland Strategic Investment Fund and the National Development Finance Agency. The NTMA also assigns staff to the National Asset Management Agency, SBCI and HBFi.



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta
National Treasury Management Agency

Working at the NTMA offers excellent benefits including:

- Flexible work options including remote working and variable work hours
- An extensive wellbeing programme
- Excellent learning and development opportunities that allow for full career development within the organisation
- A diverse range of initiatives: LGBT+, Gender Matters, Disability Awareness, Sports & Social, Volunteering and lots more
- Reimbursement of annual professional membership fees
- Defined Benefit Pension Scheme

Role Summary

The Inclusion & Diversity and Wellbeing Administrators role is to positively and actively support the delivery of the NTMA's Inclusion & Diversity and Wellbeing strategy.

Principle Accountabilities

Inclusion & Diversity

- Contribute to and assist with the execution of the NTMA's Inclusion & Diversity strategy.
- Support relevant Employee Resource Groups and the NTMA's Equality Committee.
- Provide administrative and tactical support for I&D initiatives and programmes.

Wellbeing

- Contribute to the NTMA's Wellbeing strategy with ideas and information on an on-going basis to keep events and activities fresh and relevant.
- Assist with leading the wellbeing team, coordinating team meetings, recording and tracking decisions and actions from meetings, and supporting team members on activities.
- Monitor and respond to the My Wellbeing Mailbox

General



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta
National Treasury Management Agency

- Execute I&D and Wellbeing communication related activities, collaborating with Employee Resource Groups, Internal Communications, Public Affairs, and external stakeholders as needed.
- Create, maintain, and disseminate resources in a variety of formats across all levels of the organisation.
- Update the NTMA Corporate Intranet with information and act as liaison with Internal Communications.
- Conduct research and stay current on inclusion & diversity and wellbeing best practice, legislation and new diversity programmes and initiatives.
- Assist with developing relationships with key external diversity and wellbeing partners, organisations and stakeholders.
- Register events on the Learning Management System to facilitate employee self-registration, track bookings and respond to enquiries.
- Manage end to end support processes including procurement, contract review, vendor relationship management, processing payments and invoices and tracking budget spend.
- Support administration relating to I&D and Wellbeing activities – step challenge, mental health training, Pride, International Women’s/Men’s Day etc.
- Manage and coordinate the NTMA I&D and Wellbeing events calendars.

Skills/ Knowledge

- Related Qualification or relevant experience
- Strong project management skills, strong collaboration skills, and a strong results orientation.
- Strong interpersonal awareness and skills.
- Attention to detail; and a highly organised, process-focused aptitude are required to manage the variety of responsibilities and deliverables.
- Experience in developing communications and digital media collateral using communications software on platforms such as Canva, Survey Monkey, video editing software etc.
- Experience of Microsoft Office, competent use of Word/PowerPoint/Excel is essential.
- Experience in designing and developing in person events and webinars.

Applicants should email their CV to info@opendoorsinitiative.ie by 4pm on Wednesday, 15th September 2021.