



Gníomhaireacht Bainistíochta an Chisteáin Náisiúnta  
National Treasury Management Agency

## **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:** Administrative Roles  
**Contract Type:** 2 Year Fixed term Contract

**\*\*Closing Date: 30th November 2021\*\***

## **Summary of Business**

Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities. If you are having difficulty uploading your CV online or in fully accessing any information on this site please email [Recruitment@ntma.ie](mailto:Recruitment@ntma.ie)

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.

### **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**

This is an administrative role to support the delivery of the NTMA Inclusion & Diversity and Wellbeing strategies.

### **Principal Accountabilities**

#### **Administrative Duties**

- Execute I&D and Wellbeing communication related activities, collaborating with Employee Resource Groups, Internal Communications and external stakeholders as needed
- Update the NTMA Corporate Intranet with information and act as liaison with Internal Communications
- Schedule and manage Zoom meetings to support internal/external webinars
- Manage the end to end payment process including, account set up, processing payments and invoices and tracking budget spend
- Manage and coordinate the NTMA I&D and Wellbeing events calendars
- Register events on the Learning Management System to facilitate employee self-registration, track bookings and respond to enquiries
- Support administration relating to I&D and Wellbeing activities – step challenge, mental health training, Pride, International Women’s/Men’s Day etc
- Monitor and respond to the MyWellbeing and I&D mailbox
- Coordinate meetings, recording and tracking decisions and actions from meetings
- Provide administrative and tactical support for I&D and Wellbeing initiatives and programmes

## **Experience/ Skills/ Knowledge**

- Related qualification or relevant experience
- Demonstrated interest in relevant areas
- Some project management skills/knowledge and a strong results orientation
- Attention to detail; and a highly organised, process-focused aptitude are required to manage the variety of responsibilities and deliverables
- Aptitude for developing communications and digital media content 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

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. The NTMA welcomes applicants from diverse backgrounds. Necessary arrangements can be made at interview stage to accommodate the needs of candidates with disabilities

**Applicants should email their CV to [info@opendoorsinitiative.ie](mailto:info@opendoorsinitiative.ie) no later than 4pm on 30<sup>th</sup> November 2021.**