

## **Range of Duties for Administrative Assistant employed by a Member of the Houses of the Oireachtas**

The Administrative Assistant is expected to undertake a range of tasks, including but not limited to:

- Office management:
  - Dealing with all incoming and outgoing correspondence.
  - Diary management in liaison with the Member.
  - Maintaining an efficient filing system.
- Public Engagement:
  - Dealing with constituents' queries by email, telephone and in-person meetings in the Constituency Office. This involves obtaining full and accurate details of the problem, contacting the relevant Government Department/Local Authority or organisation, and communicating the result to the constituent. (Dáil)
  - Assisting the Member with the organisation of meetings/events/webinars etc.
  - Liaising and building relationships with public agencies, the voluntary sector and other bodies.
- Formulating and collaborating in the preparation of speeches, statements, and Parliamentary Questions on behalf of the Member.
- Where the Member is a Front Bench Spokesperson this will involve additional duties e.g. preparing and formatting documentation relating to the portfolio and maintaining an appropriate filing system of all relevant documents.
- Management of social media, press and media relations.
- Such other related and appropriate duties as may be assigned by the member.

The successful candidate requires excellent computer, inter-personal and communication skills, and an ability to work as part of a dynamic team and on their own initiative.

## **PARLIAMENTARY ASSISTANT TO MEMBER OF DÁIL ÉIREANN**

### **JOB SPECIFICATION**

#### **Purpose:**

To provide research, speech writing, media / PR and to act as the member's representative at meetings/events as appropriate.

#### **Duties of role:**

1. Research in relation to Dáil business, policy matters and current issues.
2. Drafting of position papers and speeches, as required.
3. Dealing with media queries and public relations issues.
4. Political Work (e.g. co-ordinating with party reps, other members and Party HQ).
5. Parliamentary functions (e.g. managing Parliamentary Questions, amendments and adjournments, as required).
6. Representing the member at meetings/events and arranging meetings/events as required.
7. Constituency functions (e.g. managing complex/non-routine queries from constituents and progressing queries through the appropriate channels).
8. Such other related and appropriate duties as may be assigned by the member.

A customer orientated approach is required in all aspects of the work. ICT skills are desirable.