

SENIOR ADMINISTRATOR BUSINESS OPERATIONS – ROLE SPECIFICATION

Role Overview

Job Title: Senior Administrator – Business Operations

Salary: DOE

Hours: Full time (flexible working arrangements available)

Reporting to: Head of Business Operations

Location: Henrietta Street, Dublin 1, DOI KF59. (Free on-site parking)

About King's Inns

Established in 1541, The Honorable Society of King's Inns is Ireland's oldest School of Law and a historic landmark of significant cultural and legal heritage. Today, King's Inns is recognised internationally for excellence in professional and academic legal education, including the Barrister-at-Law degree necessary for call to the Bar of Ireland.

Alongside educating future and practising barristers, King's Inns offers an expanding set of accessible part-time legal education programmes to learners from varied professional backgrounds. Our heritage, library collections of over 110,000 volumes, and cultural activities form an important part of our identity.

Our mission is to excel in the provision of legal education and training and to foster lifelong relationships with our members. Our vision is to continue developing as a modern, forward-looking institution that supports its membership and promotes the rule of law in a democratic society.

Role Purpose

The Senior Administrator will provide high-level administrative and operational support to the Head of Business Operations. This role is critical in ensuring the smooth functioning of business operations, particularly in areas such as Facilities Management, ICT systems, data management, and compliance. The postholder will assist in implementing operational processes, managing information systems, and supporting projects that enhance efficiency across the organisation.

Key Responsibilities

- Support the Head of Business Operations in managing day-to-day administrative requirements.
- Coordinate and maintain records for Facilities and ICT systems, ensuring compliance with Health & Safety and Data Protection Regulations.
- Assist in the implementation and monitoring of digital transformation initiatives, including database management and reporting.
- Maintain and update operational policies and procedures.
- Manage data storage, sharing, and retention in line with GDPR and organisational standards.
- Prepare reports, briefing notes, and documentation for meetings and projects.
- Liaise with internal teams and external service providers to ensure smooth delivery of operational services.
- Provide administrative support for compliance requirements
- Assist with scheduling, diary management, and organising meetings for the Head of Business Operations.
- Be flexible and available to take on additional tasks as required.

Requirements, Skills, and Attributes

- Minimum 3 years' experience in a senior administrative role.
- Strong proficiency in MS Office Suite, particularly Excel and database management.
- Excellent organisational and planning skills with attention to detail.
- Ability to manage multiple priorities and work independently.
- Strong communication skills, both written and verbal.
- High level of confidentiality and discretion.
- Experience in ICT systems administration and data management.
- Familiarity with compliance and governance processes.
- Eligibility to work in Ireland.

Desirable

- Experience in facilities coordination and digital transformation projects.
- Recognised qualification in office administration or ICT.
- Experience working in an educational or professional services environment

How To Apply:

Submit a cover letter setting out how you meet the requirements of the role along with your CV Karen McGregor, Gilligan Black Recruitment Agency, karen.mcgregor@gilliganblack.ie

King's Inns is an Equal Opportunities Employer.

Data Protection:

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).