
Office of Rory Hearne TD: Parliamentary Assistant **(<https://www.activelink.ie/node/113122>)**

Parliamentary Assistant

Background information

- Working as Parliamentary Assistant to Deputy Rory Hearne, Social Democrats TD for the Dublin North-West constituency
- The successful applicant will be employed under the Houses of the Oireachtas Secretarial Assistance Scheme
- Location: Dublin/Leinster House, Dublin 2
- Job type: Full-time (Monday to Friday)

Deputy Rory Hearne is seeking to recruit a full-time Parliamentary Assistant to support him in his constituency and parliamentary work representing the people of Dublin North-West. The Parliamentary Assistant will be based in Dublin and will work closely with the Administrative Assistant and the Deputy as well as other members of the Social Democrats team to provide an exemplary service in representing Rory.

Personal Qualities

These are some of the qualities we look for in our team:

Passionate – What you do matters to you. The work of a TD's office helps shape the world we live in. You are driven to provide outstanding support to Rory's constituents and to the people of Ireland more generally.

Empathetic – You are people-focused and understand the confidential nature of working on behalf of the public.

Organised – Managing tasks simultaneously comes naturally to you and you understand the importance of delivering accurate and timely query resolution.

Persistent – You love a challenge and like to see things through to completion.

Closing date for applications: Monday, 27th January 2025 (COB)

Contact details:

- Phone: [0857602272](tel:0857602272) (tel:0857602272)
- Email: rory.hearne@oireachtas.ie (mailto:rory.hearne@oireachtas.ie)
- Postal address:
Rory Hearne TD,
Leinster House,
Kildare Street,
Dublin 2

Salary scale:

- Point 1: €47,483.00
- Final point on scale: €59,819.00
- Salary is laid out by the Oireachtas, not by the Deputy

Additional documents

- See attached job specification (not exclusive nor exhaustive)

Additional information

- Authorisation to work in Ireland is required and the successful applicant will undergo Garda vetting

- Hybrid working arrangements can be negotiated but requirement to work in the Leinster House office during days on which the Dáil is in session
- Please submit your CV and cover letter to rory.hearne@oireachtas.ie (mailto:rory.hearne@oireachtas.ie) no later than COB on Monday, 27th January 2025. Applications without a cover letter will not be considered
- A relevant third level qualification is essential
- A good knowledge of Irish politics is preferable, as well as an interest in the broad policy platform of the Social Democrats
- Overtime hours are available
- The list of duties set out in the job description is not to be regarded as exclusive or exhaustive. The employee is required to be flexible and to undertake such other duties as may reasonably be assigned to them by the employer, including occasional travel for constituency-based work
- It is important to note on applying for this position that the Parliamentary Assistant contract is subject to end when an election is called

Region

Dublin

Date Entered/Updated

14th Jan, 2025

Expiry Date

27th Jan, 2025

Attachment**Size**

[Rory Hearne PA Role - Job Spec Doc for Activelink.docx](#)

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