Health and Safety Office

Fire Safety Officer
(Senior Administrative Assistant II)

Background
The Health and Safety Office provides advice, assistance and support on all aspects of occupational health & safety to DCU Management, Staff and Students and in doing so maintains the University in good standing in relation to Health & Safety legislative obligations and national and international best practice.

The Health and Safety Office wish to appoint a Fire Safety Officer who will be responsible for the further development and implementation of the DCU fire safety management system across the DCU Glasnevin, All Hallows, St Patricks and Alpha Campuses. The post holder will initially be primarily located on the DCU Glasnevin campus but in the course of the role will be required to operate across all DCU campuses.

Key Requirements
- A Primary Degree and/or Masters in a relevant engineering discipline
- Membership (ideally chartered membership) of a recognised professional body such as IOSH or Engineers Ireland
- At least 5 years relevant experience in a similar role
- Demonstrated ability to work both independently and as part of a team
- Professional approach, coupled with strong interpersonal skills.
- Excellent verbal, written communication, presentation and training skills
- Flexible and self-motivated.
- A thorough knowledge and understanding of all relevant legislation, codes and standards required for the role.
- The ability to interpret legislation in the context of the higher education sector

Experience in carrying out fire risk assessments and preparing/reviewing Fire Safety Certificate applications is desirable.

Salary Scale: €46,513 - €63,251*

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current Government pay policy.
Closing Date: 31st March, 2017

Enquiries should be directed to Eileen Tully – DCU Health and Safety Office
Eileen.tully@dcu.ie

Applications forms are available at: http://www4.dcu.ie/hr/vacancies/current.shtml
and from the
Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500 Email: hr.applications@dcu.ie

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