



Research and Innovation Support

Secretary (Grade II)

Fixed Term Contract for up to 3 years

Dublin City University (DCU) is a dynamic research-intensive institution which has experienced a rapid increase in its research activities as a result of continuing success in attracting significant external competitive research funding from national and international sources over the last ten years. Applications are sought for suitably qualified and highly motivated individuals for the position of Secretary (Grade II) with Research Support Services (RIS).

Duties and Responsibilities

Reporting to the Director of Research Support, the post holder will provide comprehensive administrative and secretarial support to the RIS office and will act as first point of contact for RIS to both internal and external stakeholders. Duties will include but are not limited to the following:

- Acting as the first point of contact for RIS and dealing with individuals who are both external and internal to the University regarding issues or queries on DCU research activities and re-directing them to the appropriate individual
- Maintenance of RIS finances and accounts, credit card, checking invoices, processing orders for equipment and supplies in accordance with Purchasing Procedures, checking of delivery dates and maintenance contracts, assist with external tenders, numerical work including the preparation of statistical material with appropriate follow up as required
- Provision of comprehensive secretarial, clerical and administrative support to the RIS team, including financial processing of internal awards and coordination for travel arrangements
- Organisation of RIS events including for example the annual President's Research Awards Day. This involves managing the applications, supporting the Director of Research Support on the administration of the applications and the panel evaluation, management of communications, organising the awards and the citations from the relevant nominees
- Provide a comprehensive support to the Vice President for Research and Innovation and the Director of Research Support, including:
 - Co-ordinating meetings and events
 - Travel arrangements
 - Electronic diary management
 - Processing of expenses
 - Coordination of High Level visits to RIS
 - Any other administrative duties as assigned by the VP for Research or the Director of Research Support
- Implementing operational procedures for RIS staff to use the Agresso financial system
- Organisation of and participation in weekly team meetings and recording minutes
- Responsible for maintenance of RIS apartment bookings and posterboard bookings
- Organising seminars, conferences and workshops both internally and externally
- Provide administration support for Award schemes to include processing all money transfers under the Internal Research Schemes

- Liaising with funding agencies where appropriate, liaising with other administrators and staff on campus.
- Any other duty which may be assigned from time to time by the Vice-President for Research and Innovation or Director of Research Support or his/her nominee.

Experience and Qualifications:

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course (NFQ Level 5) and three years relevant experience. She/he should also have excellent communication, administrative and IT skills. Candidates will ideally have strong organisational skills together with interpersonal skills and the ability to work under pressure and to tight deadlines.

Salary: €24,960 – €31,882
€22,464 - €28,694*

*Applies to new entrants to the public sector after 01 January 2011

Note: Remuneration Policy for Permanent Staff

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1st point of the higher scale OR (ii) a double increment calculated by reference to the staff member's current point of scale and the previous/next point of scale x 2, depending on their point of scale.

Closing Date: 4th April 2014

Informal Enquiries

Informal enquiries should be directed to Dr. Ana Terres. Email: ana.terres@dcu.ie or Tel: +353 (0)1 700 7011.

Application Procedure

Application forms are available from <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Applications should be submitted by email hr.applications@dcu.ie or by Fax: extension: 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer