

Faculty of Science & Health
SCHOOL OF NURSING AND HUMAN SCIENCES
Secretary Grade II
(Temporary Part-time contract for 1 year)



INTRODUCTION

A dynamic and rapidly growing University-based School, the School of Nursing and Human Sciences at DCU has well-developed, collaborative relationships with its key stakeholders and partner health services. It is recognised as a leader in its field and is at the forefront of the development of nursing and human sciences research, education and practice in Ireland. The School of Nursing and Human Sciences boasts state of the art facilities and a dynamic, innovative staff who are actively involved in health and social service reform at a national level.

Applications are now invited from suitably qualified candidates for the post of Secretary Grade II.

Following the appointment of Dr D O'Mathúna to the position of Convenor of Cochrane Ireland, the School of Nursing and Human Sciences at DCU seeks to recruit to a Secretary Grade II post that will provide support to Dr O'Mathúna in discharging his role. The post, which is available immediately, is a one-year fixed term, part-time (approx. 2 days/week) contract.

The [Cochrane Collaboration](#) is an international non-profit and independent organisation, dedicated to making up-to-date, accurate information about the effects of healthcare readily available worldwide. It produces and disseminates systematic reviews of healthcare interventions and makes those reviews available as [The Cochrane Library](#). The Cochrane Library, training and Fellowships have been made available in Ireland since 2002 through initiatives co-funded by the [Health Research Board](#) (HRB) and the [Research and Development Office](#) (RDO) in Northern Ireland. The appointment of the Convenor of Cochrane Ireland will allow further expansion of Cochrane activities in the island of Ireland, and support other initiatives that promote evidence-based practice in Irish healthcare systems.

EXPERIENCE AND QUALIFICATIONS

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course (NFQ Level 5) and three years relevant experience. Candidates will ideally have strong organizational skills together with interpersonal skills, proficiency with IT programmes and the ability to work to deadlines.

INDICATIVE DUTIES AND AREAS OF RESPONSIBILITY

The following is a broad but not exhaustive list of the principal duties of the post:

- Preparation of documents, correspondence and presentations requiring the use of MS Office applications, facsimile, the web and email.
- Arranging meetings and assisting with seminars/workshops and events, including room bookings, preparation of agendas, minutes and other relevant documentation and making travel arrangements.
- Maintaining relevant electronic and hardcopy files.
- Maintaining and updating email lists, databases and website content.
- Acting as the first point of contact for matters relating to the Convenor and Cochrane Ireland.
- Raising purchase orders and the approval of invoices using the Agresso System, and maintain appropriate records in relation to same.
- Liaison as appropriate with central university units, such as Finance, Registry, Estates Office, Library, Information Systems & Services, etc. and with external agencies and individuals.
- Any other duties as may be assigned by the Director or his/her representative.

Salary scale:

€24,960 - €31,882 (pro-rata)

€22,464 - €28,694* (pro-rata)

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

Appointment will be commensurate with qualifications and experience.

Closing date for receipt of applications: **28th July 2014**

Application forms are available from: Human Resources Department

Dublin City University, Dublin 9

Tel: (01) 700 5149; Fax (01) 700 5500

Email: hr.applications@dcu.ie

For additional information or informal discussion in relation to this post contact:

Dónal O'Mathúna by email donal.omathuna@dcu.ie or to arrange to time to discuss on the telephone.

Dublin City University is an equal opportunities employer