



**Health and Safety Office
Fire Safety Officer
(Senior Administrative Assistant II)**

Permanent Contract

This position is open to candidates who meet the following criteria:

- A primary degree is essential, preferably in a relevant science or engineering discipline or a or a primary degree and postgraduate qualification in fire engineering/fire safety practice
- 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.

Additional Experience

- 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.
- Experience in the use of AutoCAD is desirable but not essential.
- QQI Level 6 Manual handling instructor training is desirable but not essential.

Closing Date: 25th October 2019

Informal Enquiries in relation to this role should be directed to:

Ms Paula Kierans – DCU Health and Safety Office.

Phone: 01 700 8896

Email: paula.kierans@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies (open competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: (01) 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

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