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 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.

Dublin City University is an equal opportunities employer