



**Healthy Living Centre, School of Nursing and Human Sciences  
Secretary/Receptionist -Grade II  
(Part time - 32 hours- up to 12 month Contract)**

**FUNCTION**

To provide a professional and comprehensive secretarial/reception service in the Healthy Living Centre (HLC) under the supervision and direction of the Centre Administrator and Director of Academic Practice

**INDICATIVE DUTIES & RESPONSIBILITIES**

The post holder will be working as part of the HLC team. The primary focus of the post will be to provide a professional informed and sensitive first point of contact for the HLC to clients and visitors of the clinic. Candidates should have 3 - 4 years experience of working in a secretarial/reception environment and a minimum of 1 years experience in a counselling / healthcare environment, e.g. GP practice. They must have excellent communication, administrative, IT, computing skills and demonstrative experience of dealing with people in distress. They should be capable of undertaking secretarial, clerical and administrative duties in a healthcare environment. Confidentiality and discretion of a very high level is expected.

- Acting as the first point of contact for staff, clients and visitors to the clinic recognising and being able to respond appropriately to the sensitive nature of client need.
- Assisting with the completion of any documentation required by the clinic and the client.
- Updating the HLC internal software with client's information, booking appointments and consultation rooms.
- Provision of reception and secretarial support for members of the HLC staff including typing, use of photocopiers and binding machines, filing, making and receiving telephone calls.
- Arranging meetings, preparation of agenda, taking minutes of meetings and writing them up, drafting and/or signing less straightforward documents, keeping up stocks of stationery, making travel arrangements; making arrangements for the caterer for lunches or other special events, maintaining School/Unit data,
- Bringing to the attention of the senior staff of the HLC, issues which affect the operational efficiency or development potential of the clinic.
- Provide secretarial support to the Steering groups of the HLC, assisting with papers, reports, minutes, agendas, SLA's reviews etc.
- Any other duties which may be assigned from time to time by the Centre Administrator and Director of Healthy Living Centre.

**Skills Required:**

- Leaving Certificate or equivalent
- A recognised secretarial or equivalent IT skills course
- A minimum of three years relevant experience.
- Excellent interpersonal skills
- Excellent IT skills
- Demonstrative ability to work as part of a team.
- Demonstrative ability to respond to people in distress
- Be able to work on own initiative

**Hours of work:**

4 days a week, Monday, Tuesday, Wednesday & Thursday. 11:30-8.30pm.

**Salary scale (2016):**

€25,210-€31,882 (pro rata)

- *\*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.*

Details of the pay that applies to internal candidates upon promotion can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**Informal Enquiries**

For further information, please contact:

Ms. Catherine Timmins, Healthy Living Centre

E-mail: [Catherine.timmins@dcu.ie](mailto:Catherine.timmins@dcu.ie)

Telephone: +353 (0)1 700 7171

**Application Procedure:**

Application forms are available from the DCU Current Vacancies (open Competitions) website at

<http://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

Applications should be submitted by email by the closing date stated above to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #432 Secretary/Receptionist-Grade II-Healthy Living Centre**

*Dublin City University is an equal opportunities employer*

**Closing Date:** 2<sup>nd</sup> December 2016