



Secretary Grade II

National Anti Bullying Research and Resource Centre

DCU Institute of Education

(Part-time fixed term contract of up to 12 months)

ABC – National Anti-Bullying Research and Resource Centre is a University Designated Research Centre within DCU's Institute of Education. The Centre is dedicated to the study of bullying behaviour in the schools and workplaces and to the development of resources and training to support employers, employees, schools, teachers and parents to prevent and intervene in bullying situations. Researchers at ABC were the first in Ireland to undertake research on school bullying, workplace bullying, homophobic bullying and cyberbullying. ABC leads the field of research, resource development and training in bullying in Ireland and is an internationally recognised centre of excellence in bullying research. The Centre's activities are funded by the Department of Education & Skills under the National Action Plan on Bullying (2013), the Irish Research Council, the European Commission, Enterprise Ireland and the DCU Research and Innovation Unit.

Comprehensive information about ABC can be found at www.dcu.ie/abc

Function of the Post

Following on from the expansion of the Centre's activities in research and resource development we wish to appoint a part-time secretary for up to 12 months. The post is subject to continued funding from the Department of Education & Skills under the National Action Plan on Bullying (2013). The post will be responsible for supporting the day-to-day activities of the Centre as well as frontline customer service, dealing with queries from the public via email, telephone and walk-in as well as providing support to the Director of the Centre and other researchers in the Centre. The successful candidate will be part of a team within ABC and will work closely with colleagues across the wider unit but will also be expected to work on his/her own initiative and to liaise with relevant administrative and support staff across the University. The post will be primarily based on DCU St Patrick's campus but from time to time may involve working off-campus representing the Centre at conferences and information events.

Principal Duties and Responsibilities

The duties and responsibilities include, but are not limited to:

- Acting as the first point of contact for the Centre
- Frontline customer service, dealing with enquiries from DCU staff and the public via email, telephone and face-to-face/ walk-in
- Liaising closely with colleagues and staff across the University, as appropriate
- Preparing agenda, circulating papers and taking minutes at meetings
- Making appointments for researchers in the Centre
- Referring enquiries from the public to relevant researchers in ABC
- Diary management/ co-ordination for relevant members of staff in the team
- Administrative assistance/ secretarial work - General office duties including use of Microsoft packages (including Word, Excel and Powerpoint), filing, stock-taking, distributing post and other documentation to colleagues, photocopying, upkeep of storeroom, printing stationary
- Finance function including processing orders, raising purchase orders, checking and processing invoices, confirming deliveries, processing travel claims and updating systems as appropriate

- Maintaining files and records in both paper and electronic format
- Event Management/Co-ordination
- Booking rooms, ordering catering, making travel arrangements, and managing resources for meeting, seminars and conferences
- Assisting with marketing of the Centre initiatives/ programmes at various events
- Updating Centre website content
- Meeting and greeting visitors to ABC including those attending appointments with researcher staff as well as psychological assessments
- Participate in relevant training
- Other duties which may arise in the course of the daily operations of the Unit

Qualifications and Experience:

Applicants must hold a Leaving Certificate or equivalent, a recognised Secretarial Course and a minimum of three years relevant office experience. A formal qualification and/or experience in an area related to bullying prevention and intervention is desirable.

The successful candidate will have exceptional customer service skills, capable of dealing professionally and competently with students and staff.

A high level of computer literacy required, an ability to work well under pressure and the ability to seek and synthesize information and communicate in a compelling and succinct form.

S/he will have excellent organisational skills and will be proficient in MS Office.

Flexibility in approach to workload and the ability to take responsibility for one's own workload is also required

Confidentiality and sensitivity is required at all times when working in ABC.

Closing Date: 23rd December 2016

Salary Scale: €25,210 - €31,882 (pro-rata)*

**Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.*

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

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #449: Secretary Grade II National Anti-Bullying Research and Resource Centre

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 1 700 5500 or by post to the Human Resources Department, Dublin City University, Glasnevin, Dublin 9 - With your completed application form, you may also send a Cover Letter & CV if you wish.

Dublin City University is an equal opportunities employer