



Faculty of Science & Health

School of Nursing and Human Sciences

Senior Secretarial Assistant (Secretary Grade III)

(11 months Fixed Term Contract)

EXPERIENCE AND QUALIFICATIONS

The successful candidate should have a minimum of five years relevant experience in a computerised office environment and have good communication, administrative and computing skills. The successful candidate should be capable of undertaking secretarial, clerical and administrative duties requiring initiative and a detailed understanding of the organisation. Candidates should also understand basic accounting procedures. Confidentiality and discretion of a very high level are expected. The vacancy is open to staff who meet the following criteria:

- Leaving Certificate or equivalent
- Recognised secretarial course (NFQ Level 5) or equivalent
- Five years relevant experience

DUTIES AND RESPONSIBILITIES

The post-holder is responsible for the provision of secretarial, clerical and elements of the administrative support for the teaching, research and other activities of the School. This includes, inter alia, the following specific duties:

- Within the designated areas of responsibility, designing, implementing and operating computerised or manual procedures and systems (including those relating to purchase, accounting and budgetary control) to provide efficient secretarial, clerical and administrative support for the School;
- Supervision and workload co-ordination of secretarial staff at Grade II level in the School in associated with the Head of School or his/her nominee;
- On the job training of newly assigned secretarial staff within the School;
- Liaison with other Schools and Units (eg Finance, Human Resources, Registry) regarding the support of activities within the School;
- Abstraction and analysis of data, in particular producing reports from Agresso, checking, tracking and follow up of income and expenditure on School and Research accounts;
- In conjunction with other administration staff, liaison with Finance with regard to the setting up of new accounts;
- Acting as secretary to boards, committees and working parties;

- Dealing with individuals who are internal or external to the University regarding issues and queries, which require a detailed knowledge of programmes within the School and of University regulations and procedures;
- Bringing to the attention of the senior staff of the School issues which affect the operational efficiency or development potential of the School;
- Undertaking of such duties and responsibilities as may be assigned from time to time.

The post-holder reports to Head of School / Unit or his/her nominee.

The competencies required for this post are:

1. Personal Effectiveness/Excellence

This is defined as the ability to continuously strive to achieve high standards in the completion of tasks and in an approach to working with people.

2. Building and Maintaining Relationships

This is defined as having the ability to develop and maintain good working relationships with fellow colleagues and others within and outside the organisation.

3. Supervision

This is defined as the ability to take a fair approach in supporting others to complete tasks and report back on progress made.

4. Knowledge of the Organisation/Sector

This is defined as the ability to continuously learn and understand the structures, processes and relationships with DCU.

Salary Scale: €32,704-€41,718 pro rata per annum

Closing Date: 19th December 2017

Informal inquiries to:

Prof Anne Matthews, Head of School of Nursing and Human Sciences, Dublin City University, Dublin 9. E-mail: anne.matthews@dcu.ie Telephone: + 353 1 700 8957

Application Procedure:

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #695A: Senior Secretarial Assistant-School of Nursing and Human Sciences

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

DCU is an Equal Opportunities Employer