



Applications are invited from suitably qualified candidates for the following position

Clinical Allocations Officer
School of Nursing, Psychotherapy and Community Health
Faculty of Science and Health
1 Year Fixed Term Contract

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and DCU All Hallows Campus.

School of Nursing, Psychotherapy & Community Health

The School of Nursing, Psychotherapy and Community Health at DCU is a leader in its field with expertise in the provision of programmes in Nursing, Psychotherapy and Community Health. The programmes currently offered are:

- BSc in Nursing across four disciplinary areas: General Nursing, Mental Health Nursing, Children's and General Nursing, and Intellectual Disabilities Nursing;
- MSc in Psychotherapy;
- Doctorate in Psychotherapy;
- Professional Diploma in Clinical Supervision Psychotherapy
- Post-Registration Programme in Children's Nursing;
- MSc in Nursing/Healthcare Practice;
- BSc in Health and Society;
- Certificate in Peer Support Mental Health Studies
- Certificate in Homelessness Prevention & Intervention;
- Stand-Alone Professional Development Modules for Healthcare and other Practitioners;
- Sexuality Studies.

Role Profile

The successful applicant will be responsible for the clinical placement allocations of students on the undergraduate nursing programmes which will include the admissions process of candidates to the undergraduate nursing programmes. They will be based in the School of Nursing, Psychotherapy and Community Health, Dublin City University and will report to the Head of the School.

The post involves a significant degree of contact with students, members of the academic community and health partner service personnel. The person appointed must be a registered nurse and/or

midwife and will ideally be a graduate, preferably to Masters level. They will have highly developed administrative and communicative skills. They will be motivated and flexible in their approach to their work, and will be dedicated to supporting quality in higher education. The person will be an experienced, highly motivated individual with excellent organisational and computer skills. Exceptional social skills, including an ability to communicate with stakeholders across a diverse setting, are essential.

This post holder will liaise with both lecturers and health service providers to:

- Ensure that the candidate admission process is co-ordinated for the annual student nurse's intake
- Ensure that student placement allocations are regularly reviewed and monitored
- Ensure the further development and implementation of a student allocation system and maintain and develop the current placement areas in linked hospitals and healthcare services
- Maintain records of placements and identify new placement sites
- Monitor attrition rates across the undergraduate nursing programmes
- Develop international clinical placement sites for the undergraduate nursing programme

Having responsibility for the organisation, monitoring and recording of student placements on undergraduate registration nursing programmes, the post holder will play an important role in the development, continuity and maintenance of the Allocations Office within the School. They will manage, support and motivate the Allocations team, and encourage development of structures and procedures in the unit. The post holder will develop communication links with all stakeholders, both internally in the School and University, and with external health service providers and governmental organisations.

Principal duties and responsibilities:

Please see the job description for a list of responsibilities associated with this role.

Essential Qualifications and Experience:

- Be registered or eligible for registration with NMBI
- Have 5 or more years' clinical experience with supervisory/management clinical/educational experience and nursing/midwifery allocations experience

Essential skills:

- Have excellent IT skills and a high level of IT competence
- Ability to work on their own initiative as well as part of a team
- Excellent motivation and time management skills with the ability to prioritise workload and meet deadlines
- Excellent social skills along with the ability to communicate effectively with students.
- A flexible approach and good problem solving skills

Desirable qualifications, experience and skills

- Hold a relevant Master's degree

- Knowledge of student placement management systems and knowledge of a range of software packages.
- Knowledge of the University structures and procedures

Mandatory Training

The appointee will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken when required.

Salary scales: CLINICAL NURSE/MIDWIFE MANAGER 3 *€58,585.00- €66,160.00

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the CNM3 salary scale in line with current Government pay policy.*

Closing date: Friday 5 February 2021

Informal enquiries may be addressed to:

Ms. Jennifer Fallon. Clinical Allocations Officer.

E-mail: jennifer.fallon@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants) Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC2201 Clinical Allocations Officer**

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available [in the DCU Policy Starter Packs](#)