

HUMAN RESOURCES DEPARTMENT
Training & Development Section

Secretary Grade III
(Permanent)

The following outlines the principle duties of the Secretary Grade III in the Training and Development Section of the Human Resources Department:

1. Supporting the Training and Development Officers in the planning and organisation of training events and in particular, the annual Training and Development Schedule. This includes incorporating the training needs identified through the Performance Management Development Scheme (PMDS) in the training schedule.
2. Arranging meetings and training events, booking rooms for meetings or other events with Education Services, 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 departmental data on the computer.
3. Assist with the review of the progress of the schedule and informing the Training & Development Officers when they see problems occurring.
4. Building and maintaining relationships with schools and units and liaising with them regularly to facilitate the smooth running of training & development.
5. Liaising with external consultants to provide IT training solutions that meet the needs arising from DCU's IT systems and PMDS.
6. Designing webpages for the annual training schedule and updating these regularly.
7. Answering questions from staff, training providers and others and passing them on to the relevant officer where relevant.
8. Ensuring that all training events and relevant information is effectively communicated to relevant staff via email, web pages and publications.
9. Maintaining records, in particular, training records and other relevant details on the HR database.

10. Maintenance of accounts, checking invoices, processing orders for equipment and supplies in accordance with Purchasing Procedures and Agresso, checking on delivery dates and maintenance contracts, numerical work including the preparation of statistical material.

Other duties may include:

11. Secretarial work including typing, use of word processors and word-processing facilities (including Word, Excel and Access), use of photocopiers and binding machines, filing, making and receiving telephone calls.
12. Assisting with the sharing of work, where necessary, between the Training and Development section and the rest of the Human Resources Department including switchboard/reception relief.
13. Any other duty which may be assigned from time to time by the Director of Human Resources and her nominees.

The above attempts to outline in a broad way the range of duties associated with a Secretary Grade III post in HR. While not being exhaustive it does attempt to indicate the range and level of duties associated with a Secretary Grade III post within the Human Resources Department.

Salary Scale: €30,317 - €39,147
Closing Date: 13th December 2006