

POST: Grade III – Senior Secretarial Assistant

LOCATION: School of Nursing

EXPERIENCE AND QUALIFICATIONS:

Candidates should have at least five years experience in a computerised office environment and have good communication, administrative and computing skills. They 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.

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 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;
- Provide a professional comprehensive Personal Assistant function to the Head of School, including electronic diary management, file and datefile management, processing expense claims and making travel arrangements;
- Preparation of agendas for Senior Management Team meetings and secretarial assistance to the Team as required;
- Liaison with Human Resources in relation to new appointments within the School;
- Liaison with Central Units (e.g. CSD, Education Services, Estates, etc) with regard to establishing new staff profiles;
- Liaison with partner services and external agencies on behalf of the Head of School;
- Act as a point of contact for conference organisation within the School and provide administrative support as required;

- Liaison with other School and Units within the University regarding the activities of the School;
- Abstraction and analysis of data, drafting and typing of reports and other documents;
- Dealing with individuals who are internal or external to the University regarding issues and queries, which require a detailed knowledge of programmes within the Faculty and of University regulations and procedures;
- Bringing to the attention of the senior staff of the Faculty (e.g. Dean, Heads of School, Senior Administrative Assistant) issues which affect the operational efficiency or developmental potential of the Faculty;
- On the job training of newly assigned secretarial staff within the School;
- Acting as secretary to committees, board and working parties; and
- 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.

Closing Date: **Wednesday 22nd November 2006**

Salary Scale: **€30,317 - €39,147**