

Internal/External Competition

Risk Management Department Administrator Grade IV (Maternity Leave Cover - Full Time)

Applications are invited for the above post from suitably qualified persons.

To assist the Clinical Risk Manager and Environmental Health & Safety Officer in the administration of the risk management department and plan, which incorporates incident reporting, risk analysis, accident investigation, implementation of control measures, monitoring and review, audit programme, internal and external inspections, corrective action plans and follow up and to ensure that training co-ordinated by the Risk Management Department is delivered and records are maintained. The Risk Management Administrator will also provide administrative support for Risk Management Committee/Steering Group meetings.

REQUIREMENTS:

The candidate must possess the following on the latest date for receiving completed application forms for the office:

- Excellent knowledge of Microsoft Office Word, Excel, Access, PowerPoint and Outlook
- Knowledge and experience of using databases
- Knowledge of medical terminology
- Experience preparing agendas, distributing material and taking minutes for committees /steering groups
- Have excellent knowledge of general office procedures
- The ability to work as part of a team
- Have a high capacity for responsibility and individual initiative
- Have the ability to liaise successfully between groups, as well as excellent interpersonal and communication skills
- Evidence of problem solving skills and the ability to prioritise workload

The appointment is full-time and temporary as maternity locum cover and in a pensionable capacity. The post is graded at Clerical Officer Grade IV level and the successful candidate is expected to be available to commence mid-May. Remuneration is in accordance with the salary scale approved by the Department of Health.

Applicants for the above post should submit a letter of application and curriculum vitae not later than **12 noon on Friday the 12th of April**, to Mr. Paul Margey, Human Resource Department or email paul.margey@nrh.ie A job description for the above post is available on request from Paul Margey or at www.nrh.ie/careers. For informal enquiries, please contact Ms. Bernie Lee by email bernie.lee@nrh.ie

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