

# **POLAR Administrator -Grade IV**

## **Prosthetic, Orthotic and Limb Absence Rehabilitation**

### **(Temporary Full Time Position)**

**Applications are invited from suitably qualified persons for the above vacancy.**

The Administrator will provide clerical and administrative support to patients, families, staff and other service users served by the POLAR Programme at the National Rehabilitation Hospital and NRH satellite clinics. Duties will be designated by the POLAR Programme Manager, which may be changed as necessary to meet the requirements of the service. It is a requirement of this position to work in support of the Strategic Partners of the NRH for the provision of prosthetic services and in liaison with the partners to ensure a seamless service for patient.

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

- A comparable and relevant qualification in administration, business, medical or similar of at least Level 5 on the National Qualifications Framework maintained by Qualifications and Quality Ireland, (QQI).
- Previous experience in a hospital administration or Out-patient setting would be an advantage
- Ability to demonstrate excellent keyboard and Dictation skills essential
- Excellent knowledge of Microsoft Office (in particular Word, Excel, Outlook, Access & SharePoint). Aptitude for computing- ECDL qualification is essential
- Knowledge of medical terminology essential
- 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
- Excellent interpersonal and communication skills
- Must be highly motivated and able to prioritise
- Good working knowledge of PAS essential
- Experience dealing with staff, patients, visitors and members of the public

***Informal queries to Aoife Langton Programme Manager at [aoife.langton@nrh.ie](mailto:aoife.langton@nrh.ie)***

***Due to the urgent requirement of this post interviews will take place week beginning Monday 5<sup>th</sup> December, 2022. This means that you may be called forward for interview at very short notice.***

#### ***Why Working at the National Rehabilitation University Hospital***

The NRH is a dynamic, multi-disciplinary, inclusive and friendly environment which offers an opportunity of working in a new world class, state of the Art Hospital Facility. The NRH is a University Teaching Hospital with onsite Academic and Research Centre. The NRH are committed to ensuring that all staff reach their full potential during their employment at the Hospital. and provides access to training, education and Continued Professional Development.

#### ***Some of the other benefits we offer as an Organisation includes:***

*On-site Free Car Parking*

*Access to Public Transport*

*Public Service Pension Scheme*

*Staff Restaurant (subsidised) and Coffee*

*Shop facilities on-site*

*Flexible Working Arrangements*

*Shorter Working Year Scheme*

*Occupational Health Service*

*Staff Support & Wellbeing Initiatives*

*Savings Schemes*

*Bike to Work Scheme*

*Tax Saver Travel Scheme*

**Applicants for the above post should submit a letter of application and Curriculum Vitae to arrive not later than 12:00 noon on Wednesday 30<sup>th</sup> November ,2022 to Patrizia Cerruti, Human Resource Department or email [patrizia.cerruti@nrh.ie](mailto:patrizia.cerruti@nrh.ie) Job descriptions are available on request Patrizia Cerruti or at [www.nrh.ie/careers](http://www.nrh.ie/careers).**

**Shortlisting will be carried out on the basis of the information supplied in your CV. The criteria for Shortlisting are based on the requirements of the post as outlined above. Failure to include information regarding these requirements may result in you not being called forward for the next stage of the selection process.**

***We are an Equal Opportunities Employer and support a smoke-free workplace policy.***