

Internal/External Competition

Administrator for the Rehabilitative Training Unit (RTU) Clerical Officer Grade IV (Permanent & Full Time)

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

The RTU is a facility which provides both individual and group-based rehabilitative training to adults with acquired brain injury (ABI). The “Next Stage” Rehabilitative Training programme is a national programme that is designed to assist our trainees to maximise their potential to enable greater levels of independence and re-integration into the community. We also help trainees move on to further training, employment, education and/or healthy living options.

The successful applicant will be responsible for clerical/administrative duties and offer administrative support services to specific clinical specialities in the hospital and RTU as designated by the RTU Manager and the Brain Injury Programme Manager. Dealing appropriately, professionally, and efficiently with all communications, queries and visitors to the RTU training Unit. Act as first point of contact for the RTU and develop good working relationships with RTU Manager, team members and service users.

REQUIREMENTS:

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

- Excellent knowledge of Microsoft Office Suite, and in particular knowledge and experience of Microsoft Excel
- Experience in a front of house/receptionist role
- Experience liaising with service users, families and various stakeholders
- Experience of timetabling and associated correspondence as part of running service
- 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
- Must be highly motivated and able to prioritise

The appointment is full-time and permanent and in a pensionable capacity. The post is graded at Clerical Officer Grade IV level. 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 **5pm on Monday the 06th February 2023** to Ms. Gisele Silva, Human Resource Department or email gisele.silva@nrh.ie
A job description for the above post is available on our website www.nrh.ie/careers

For informal enquiries, please contact Ms. Maureen Gallagher by email maureen.gallagher@nrh.ie

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