

Expressions of Interest Invited for the Post of: **Nursing and HCA Training Support Officer (Project Fusion)** **Temporary Full-Time.**

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

Purpose of the Position:

The Nursing and Health Care Assistant Training Support Officer is a dual role supporting the Project Fusion training team with planning, scheduling, and tracking of TrakCare required training activities across the hospital and supporting the training and change management needs for Nursing and Health Care Assistants.

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

- Minimum of 4 years demonstrated successful experience in a healthcare setting.
- Proven proficiency with Microsoft Office products (Word, Teams, Outlook, and Excel).
- Advanced Microsoft Excel skills including ability to create dynamic reports with pivot tables and manage large datasets with functions.
- Knowledge of SharePoint would be an advantage but not essential as training will be provided.
- Strong ability in written and numeracy.
- Experience working with a Nursing Department environment.

Informal queries to Mr John Maher IMT Manager at John.Maher@NRH.IE

Due to the urgent requirement of this post 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)
Coffee Shop
Occupational Health Service

Flexible Working Arrangements
Staff access to lap pool
Shorter Working Year Scheme
Staff Support & Wellbeing Initiatives
Savings Schemes
Bike to Work & 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 Friday 27th of January 2023 to Caoimhe Mulconroy, Human Resource Department or email Caoimhe.Mulconroy@nrh.ie. Job descriptions are available on request.

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

