



ADMINISTRATOR FOR ACADEMIC DEPARTMENT

Grade IV

(Permanent, Part Time)

Particulars of Office

1. The appointment is permanent, part-time and pensionable.
2. **Salary**
Remuneration is in accordance with the salary scale approved by the Department of Health current scale.
3. **Superannuation**
The terms of the Voluntary Hospitals Superannuation Scheme and the Voluntary Hospitals Spouses and Children's Scheme or the Single Public Service Pension Scheme will apply to the position. Superannuation contributions at the appropriate rate will be payable in accordance with the provisions of these schemes.
4. **Duties**
The Administrator will perform such duties as are outlined in the attached Job Description.
5. **Hours of Work**
The normal hours of work associated with the post are 17.5 hours per week, usually discharged between the hours of 8.00am and 8.00pm on a Monday to Saturday basis. The appointee may be required to attend at such other times as are required for the proper discharge of duties including attendance outside normal working hours.
6. **Probation** The successful candidate will be appointed initially for a probationary period of 6 months. During the probationary period, progress or otherwise will be monitored and at the end of the period, the service will be;
 - a) Certified as satisfactory and confirmed in writing.
 - b) In certain circumstances this period may be extended and, in such case, you will be advised in writing of this and the duration of the extension.
7. **Retirement**
No age restrictions shall apply to a candidate except where he/she is not classified as a new entrant (within the meaning of the Public Service Superannuation (Miscellaneous Provisions) Act, 2004). In this case the candidate must be under 70 years of age on the 1st day of the month in which the latest date for receiving completed application forms for the office occurs. Continued employment is conditional upon capacity and conduct of the employee.

8. Annual leave

Annual leave and public holidays are granted in accordance with the provision of the Organisation of Working Time Act, 1997. Your annual leave entitlement will be advised to you by the Human Resources Department in your contract of employment. Annual Leave may be based on a number of factors such as grade, years of service and whole-time equivalency.

9. Sick Leave

Payment of salary during illness will be in accordance with arrangements as approved from time to time by the Department of Health.

10. Termination of office

Employment may be terminated at any time by 8 weeks' notice on either side except where circumstances are dictated by the Minimum Notice and Terms of Employment Act 1973/77. The Management's right under this paragraph shall not be exercised save in circumstances where the Management is of the opinion that the holder of the office has failed to perform satisfactorily the duties of the post or has misconducted himself/herself in relation to the post or is otherwise unfit to hold the appointment.

11. Garda Vetting Checks

Arrangements have been introduced, on a national level, for the provision of Garda Vetting Checks in respect of candidates for employment in areas of the Health Service, where it is envisaged that potential employees would have substantial access to children or vulnerable adults in the course of their duties. Garda vetting is done for the protection of these groups, and the National Rehabilitation Hospital reserves the right to revert employees at any future point, as deemed appropriate by Hospital Management.

12. Confidentiality

In the course of your employment, you may have access to or hear information concerning the medical or personal affairs of patients and/or staff, or other health services business. Such records and information are strictly confidential and unless you act on the instructions of an authorized officer, on no account must information concerning staff, patients or other health service business be divulged or discussed except in the performance of normal duty. In addition, records must never be left in such a manner that unauthorized person can obtain access to them and must be kept in safe custody when no longer required.

13. Hygiene

During the course of employment staff are required to ensure that the hospital's hygiene and infection control policies are adhered to at all times. All employees have responsibility to prevent transmission of infection by adhering to and implementing optimal hand hygiene and adhering to the Hospital's Hygiene processes. Hygiene is a fundamental component of the National Rehabilitation Hospital's quality system to ensure the safety and well being of its patients and staff and plays a role in the prevention and control of healthcare associated infection.

14. Policies / Legislation

All Hospital policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all hospital policies, procedures (e.g. Dignity at Work, Trust in Care, Computer Usage Policy) and the Hospital's ethical codes of practice. Employees are required to abide by the hospital's code of behaviour and the code of practice as defined by their relevant professional body.

15. Disability Census

As part of the NRH's commitment to supporting the employment of people with disabilities and to comply with the requirements of the Disability Act 2005, all staff are required to inform the Director of Human Resources Ms. Olive Keenan, of any personal disabilities. This information is only requested in the event that appropriate arrangements must be put in place during the course of one's employment and will be stored in compliance with Data Protection Legislation.

16. HR Department Privacy / GDPR Policy

In order to carry out its administrative functions the Human Resource Department in the National Rehabilitation Hospital collects and processes personal data relating to individuals, which includes the job applicants and staff of the Hospital. The Human Resources Department takes the confidentiality of all personal data seriously and consequently takes all necessary steps to comply with data protection legislation including the GDPR. The Human Resource Department collects personal data only in order to meet specific lawful purposes and will retain that data only for so long as necessary. We also ensure that all reasonable technical and organisational security measures are in place to safeguard personal data.

Ordinarily, the Human Resource Department will not pass personal data to any third party except where required by law, or under statutory obligations, or to fulfil a contract of employment or for other legitimate purposes as balanced against the rights and interests of the Data Subject. If you have any concerns about how your personal data is processed, you may contact our Data Protection Officer (dpo@nrh.ie). Please refer to the National Rehabilitation Hospital Human Resources Privacy Policy Document for more information. The Policy Document is available on request from the Human Resources Department.



ADMINISTRATOR FOR ACADEMIC DEPARTMENT

Grade IV

(Permanent, Full Time)

1. Qualifications

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

- A tertiary qualification.
- At least 2 years satisfactory experience in a fast-paced clerical officer/administration post.
- Sufficient administrative capacity to discharge the functions of a Grade IV Administrator.
- Experience supporting committees/groups with coordinating and recording meetings / events.
- Excellent administrative and organisational skills.
- Proficient in computer packages, including Microsoft Word, Excel, PowerPoint and Outlook.
- Excellent team working skills with capacity for responsibility and individual initiative.
- Excellent interpersonal and communication skills.
- Previous experience working in a research / academic environment would be desirable.
- A sound background in and knowledge of the Health Services Sector would be advantageous.

2. Health

Candidates or any person holding the office must be free from any medical condition which would render them unsuitable to hold the office and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

For the purposes of satisfying the requirements as to health, it will be necessary for each successful candidate before he/she is appointed to undergo a medical examination by a qualified medical practitioner to be nominated by the Chief Executive or designated officer. Any irregularities reported as a result of this examination which render the incumbent unsuitable for the post must be remedied / addressed before appointment.

Health Promotion – The Hospital is committed to promoting healthy lifestyles for both patients and staff. Staff are expected to participate in initiatives to support better health and well-being in line with the Hospital objectives.

3. Character

Candidates for and any person holding the office must be of good character.



ADMINISTRATOR FOR ACADEMIC DEPARTMENT

Grade IV

(Permanent, Part Time)

Title: Administrator – (Permanent, Part Time)

Purpose of the Position: This post is integral to the smooth running of the academic department with responsibilities that include processing and onboarding new students on clinical placement at the NRH, supporting the administration of education provided by the NRH including registration and payment (where relevant), providing efficient administrative support to the Academic lead including minute taking for committees and working groups, and secretarial / administrative support.

Accountable to: **Dr Áine Carroll, Prof of Healthcare Integration and Improvement**

Liaison / Communication: The proper performance of these duties will require a high degree of liaison and communication with the Academic Department, Prof of Healthcare Integration and Improvement UCD / NRH, UCD, Clinical Tutors and other departments as necessary.



ADMINISTRATOR FOR Clinical Professor Grade IV (Permanent, Part Time)

JOB DESCRIPTION

Overview of the Role

The person appointed will provide administration support to Academic Department and Prof of Healthcare Integration and Improvement UCD / NRH.

ACCOUNTABILITY, DUTIES AND RESPONSIBILITIES

General Accountability

The person chosen will:

- Demonstrate behaviour consistent with the values of the Hospital.
- Ensure that a safe environment is maintained for staff and visitors in compliance with Health and Safety requirements and best practice.
- Being responsible for the day-to-day security of the work area to which assigned, with particular awareness of fire regulations and security arrangements.
- Keeping up to date with all relevant mandatory training for the department.

Specific Accountability

Report and be accountable to the Prof of Healthcare Integration and Improvement UCD / NRH in all matters relating to administration duties.

The post holder is expected to operate at a high level of autonomy and anticipation, proactively managing the Professor's professional commitments. This includes forward planning, identifying potential scheduling conflicts, preparing in advance for upcoming priorities, and ensuring all logistical and administrative elements are completed in a timely and comprehensive manner without the need for prompting.

The post holder will act as an executive support partner to enable the effective functioning of the Professor's role across clinical, academic, and leadership responsibilities.

OUTLINE OF DUTIES AND RESPONSIBILITIES

1.0 Administration Support to Prof of Healthcare Integration and Improvement UCD / NRH

- Managing complex schedules, coordinating meetings and events, handling confidential information, and acting as a strategic partner to the Prof of Integrated care

- **Time management and scheduling:**
 - Prioritizing and managing the Professor's calendar, scheduling meetings, and coordinating travel arrangements, often across multiple time zones.
 - Full end-to-end management of all travel, including booking transport and accommodation, preparing a detailed itinerary (including timings, locations, contacts, and logistics), ensuring alignment with meeting schedules, and providing all relevant documentation in advance.
 - The post holder will ensure that all travel is seamless, fully integrated with the Professor's schedule, and includes contingency planning where required.
 - Acting as a gatekeeper, protecting the Prof's time and focus by managing access and prioritizing requests.
 - Ensuring the Professor is fully prepared for all engagements through advance collation of briefing materials, agendas, background documents, and key contacts.
 - Preparation should be completed in advance of meetings (normally 24–48 hours where feasible), with clear, concise summaries highlighting key issues and required actions.
 - Proactively reviewing upcoming schedules (minimum 2–4 weeks ahead) to identify priorities, required preparation, and potential conflicts, and taking early action to address these.

- **Communication and Correspondence:**
 - Managing and prioritizing the Prof's communications, including letters, emails, phone calls, and correspondence.
 - Drafting professional communications on behalf of the Prof, including letters, emails, reports, and presentations.
 - Facilitating communication between the Prof and other stakeholders, both internal and external.

- **Confidentiality and Discretion:**
 - Handling highly sensitive information with utmost discretion and confidentiality, including financial data, strategic plans, and personal information.
 - Maintaining a high level of professionalism and ethical conduct in all interactions.
 - Strategic Support and Project Management:
 - Providing strategic support, anticipating potential challenges and opportunities.
 - Managing and coordinating projects, including planning, execution, and follow-up.
 - Preparing reports, presentations, and other materials for key meetings and events.

- **Relationship Management:**
 - Building and maintaining strong relationships with internal and external stakeholders.
 - Representing the Prof and team in a professional and courteous manner.

- **Problem-Solving and Adaptability:**
 - Troubleshooting issues and finding solutions to unexpected challenges.
 - Adapting to changing priorities and demands, demonstrating flexibility and resilience.
 - Staying up to date on relevant technologies and best practices.

- Demonstrating flexibility in responding to changing priorities, including the ability to rapidly reconfigure schedules, travel, and meeting arrangements as required.
 - The post holder must be comfortable working in a dynamic environment where priorities shift and must respond in a timely and solutions-focused manner.
- Maintain efficient general office procedures as appropriate to the post.
 - Work as part of the NRH staff team, be familiar with, and follow NRH organisational & staff policies and procedures.

In addition to normal duties, the post holder may be required to undertake other duties as may be reasonably required within the scope of the **employment**.

Patient Safety & Quality

The NRH prioritises the delivery of quality and safe patient care under HIQA and other quality standards. It is the responsibility of all staff at all levels to ensure that the highest level of quality services required for each patient is maintained. If you have a concern regarding any issue of patient safety and well-being, please bring this to the immediate attention of your manager.

Quality and Patient Safety supports the Health Service to deliver high quality and safe services to patients and service users. The post-holder is responsible and accountable to deliver a quality service that ensures patient safety. The post holder will work within a risk management framework that complies with the Health Information and Quality Authority (HIQA) National Standards and other quality standards as appropriate.

The extent of speed and change in the delivery of health care is such that adaptability is essential for all staff. The post-holder will be required to maintain, develop and enhance the necessary professional knowledge, skills and aptitudes required to respond to a changing situation.

This job description does not contain an exhaustive list of duties, and the post holder may be required to undertake additional responsibilities. It will be reviewed from time to time in order to adapt and develop the role, according to service needs and Hospital policies.

I agree that this position description clearly outlines the specific responsibilities and duties that are to be carried out as part of this role. I also understand that these represent the minimum requirements to perform the duties at the current level.

To be signed by the post holder

Post Holder Name

Post Holder Signature

Date:

Line Manager Name

Line Manager Signature

Date: