

St. Vincent's Hospital, Fairview provides progressive and comprehensive multidisciplinary team mental health inpatient services for the catchment area of Dublin North Central.



Clerical Officer

Specified Purpose Contract, 21hrs per week (0.6wte)

Reference: SVHF/02/2023

St. Vincent's Hospital works in partnership with DCU, UCD and the RCSI in the facilitation, teaching and assessing of Nursing and Medical Students. This role is an exciting opportunity for an administration professional to join a small dynamic team in our Nurse Practice Development Department.

The successful candidate will have responsibility for supporting the Nurse Practice Development Co-ordinator, the Clinical Placement Co-ordinator and the Student Allocations Liaison Officer to ensure the smooth and efficient operation of the department. S/he will support the function of the department through the completion of a range of administration duties including;

- The preparation, collation and dissemination of all documentation pertaining to the BSc in Nursing Programme.
- Organising all aspects of Mandatory and CPD training for nurses and employees of St. Vincent's Hospital who report to Nursing Management.

Candidates must demonstrate in their application that they meet the following essential criteria:

- Leaving Certificate or NFQ Level 5 or equivalent
- Excellent interpersonal, communication and teamwork skills
- Highly motivated with strong work ethic
- Strong organisational skills with key attention to detail
- Solid IT skills in an office environment – Microsoft Office Suite – proficiency in Microsoft Excel essential
- Administration or business qualification NFQ Level 6 or equivalent is **desirable**
- Previous experience in a training administration is **desirable**

Applicants must demonstrate in their CV and letter of application how they meet the above criteria as short-listing will apply. Full job specification available on www.svhf.ie or on request to recruitment@svhf.ie

Informal enquiries to Denise Murphy, Nurse Practice Development Co-ordinator on telephone; (01) 884 2448. Department of Health Salary scale Clerical Officer €26,613 to €43,248 LSI pro-rata per annum. Please forward a letter of application quoting ref **SVHF/02/23** with a full CV to recruitment@svhf.ie
Applications must be received on or before 5pm on Friday, 17th of February 2023.