

# The University of Dublin

## Trinity College Dublin



### Post Specification

<b>Post Title:</b>	TRIL Clinic Administrator
<b>Post Status:</b>	End of Dec 2012
<b>Department/Faculty:</b>	TRIL Centre, School of Medicine, Faculty of Health Sciences
<b>Location:</b>	St James's Hospital, Dublin 8
<b>Salary:</b>	€28,000-€35,000 DOE
<b>Closing Date:</b>	12 Noon on TBC

### Job Purpose

To provide provides administrative support to the TRIL Clinic based in St James's Hospital.

### Key Requirements

- 2-3 years administrative experience.
- Strong organisational skills.
- Excellent communication skills.
- Good team player.
- Versatile with ability to work to deadlines
- Third level qualification or equivalent.
- Strong IT skills, specifically Excel, Word, Powerpoint.

### Desirable

- Experience of working in a clinical environment.
- Experience of working with databases and varying datasets.
- Experience of working in a virtual multi-institutional organisation.
- Project management/coordination experience.
- Knowledge of medical terminology.

### Primary Responsibilities and attributes will include:

- Oversee the provision and procurement of all consumables and supplies required for the TRIL Clinic.
- Coordinate transport and catering for all TRIL participants.
- Provide secretarial support to the TRIL Doctor.
- Liaise with TRIL partners and respond to requests for information, data and support.
- Manage all reservations and bookings for TRIL Clinic staff.
- Respond to queries as first point of contact for the TRIL Clinic.
- Co-ordinate internal and external events.
- Review TRIL clinic datasets on a regular basis to ensure correctness and completeness.
- Undertake daily/weekly technology related support tasks.
- Other duties as deemed necessary by the Principal Investigator or TRIL Manager.

# The University of Dublin Trinity College Dublin



## General Information

The appointment is for period Feb-Dec 2012

The person appointed would be required to serve a probationary period of not less than six months, which the office may, at its discretion, extend. The person appointed shall cease to hold office at the end of the probationary period unless during such service, the hospital Board has certified that the service of such person is satisfactory.

The post holder must maintain the confidentiality of information about patients, staff and other hospital business in accordance with hospital policy, the TRIL Standard Operating Procedures and ICH-GCP guidelines

This job profile is not to be viewed as an inflexible specification but as an outline of the principal duties and responsibilities applicable at present. The duties of the post may change from time to time in response to organisational priorities and in consultation with the post holder.

# The University of Dublin

## Trinity College Dublin



### Trinity College Dublin

Trinity College Dublin has been ranked 43<sup>rd</sup> place in the top world universities by the Times Higher Education Supplement's 2009 world ranking of universities. It has also been ranked 13th place in Europe. Trinity is the only Irish university to make it into the top 100 world universities. Trinity College has overtaken other prestigious institutions such as the London School of Economics, the University of Washington and St Andrew's in Scotland among others

TCD has developed significant international strength in its research in eight major themes which include globalisation; cancer; genetics; neuroscience; immunology and infection; communications and intelligent systems; nano and materials science as well as Irish culture and the creative arts.

Founded in 1592, Trinity College Dublin is the oldest university in Ireland and one of the older universities of Western Europe. On today's campus, state-of-the-art libraries, laboratories and IT facilities, stand alongside historic buildings on a city-centre 47-acre campus.

Trinity College Dublin offers a unique educational experience across a range of disciplines in the arts, humanities, engineering, Science, human, social and health sciences.

As Ireland's premier university, the pursuit of excellence through research and scholarship is at the heart of a Trinity education. TCD has an outstanding record of publications in high-impact journals, and a track record in winning research funding which is among the best in the country. Students also benefit from a scholar teacher model where they have the opportunity of being taught by world-leading experts in their field.

Interdisciplinarity forms a key element in the College strategy in increasing Trinity's international standing as a research-led university. TCD has developed significant international strength in its research in eight major themes which include globalisation; cancer; genetics; neuroscience; immunology and infection; communications and intelligent systems; nano and materials science as well as Irish culture and the creative arts. TCD aims to become the world reference point in at least one of these areas of research in the next 10 years.

Its current flagship interdisciplinary research institutes are in areas such as molecular medicine, neuroscience and international integration studies and nanostructures and nanodevices. The construction of Ireland's first purpose-built nanoscience research institute was completed this year, which houses 150 scientists, technicians and graduate students in specialised laboratory facilities. The building also includes an innovative public venue, the Science Gallery.

The Library of Trinity College is the largest research library in Ireland and is an invaluable resource to scholars. In addition to purchases and donations accrued over four centuries, the College has had 200 years of legal deposit. By this right Trinity can claim a copy of every book published in Ireland the UK. The Library contains 4.25 million volumes, 30,000 current serial titles as well as an extensive collection of manuscripts, the most famous being the Book of Kells.

Trinity continues to attract intellectually strong students from Ireland and abroad. More than half of its incoming undergraduates have earned in excess of 500 out of a maximum 600 points in the national Leaving Certificate examination. The accessibility of a Trinity education to all

# **The University of Dublin**

## **Trinity College Dublin**



students of ability is also very important. Trinity College was the first university in Ireland to reserve 15% of first year undergraduate places for students from non-traditional learning groups – students with a disability, socio-economically disadvantaged students as well as mature students. The College has met its target in this respect. There is also an exciting international mix of its student body where 16% of students are from outside Ireland and 40% of these students are from outside the European Union. TCD students also have an opportunity to study abroad in other leading European universities through Trinity's partnership agreements.

Many of Trinity College Dublin's alumni have helped shape the history of Ireland and Western Europe. They include author, Jonathan Swift, philosopher, George Berkeley, political philosopher, Edmund Burke, wit and dramatist, Oscar Wilde, historian, William Lecky, religious scholar, James Ussher, scientists, John Joly, George Johnstone Stoney, William Rowan Hamilton and physicians, William Stokes and Denis Burkitt.

Two of Trinity College's alumni have won Nobel prizes – Ernest Walton for physics in 1951 and Samuel Beckett for literature in 1968.

The first president of Ireland, Douglas Hyde was a graduate as was the first female president of Ireland, Mary Robinson.

# The University of Dublin

## Trinity College Dublin



### The Selection Process in Trinity

- The Selection Committee (Interview Panel) will include members of the Academic community together with an External Assessor who is an expert in the area.
- We are more than happy to receive applications by email and their receipt will be acknowledged by email. If you do not have confirmation of receipt within 1 week of the closing date of the competition, please get in touch with us immediately.
- Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the College regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist.
- Outcomes of interviews are notified in writing to candidates and are issued **no later than 5 working days** following the selection day.
- In some instances the Selection Committee may avail of telephone or video conferencing for interviews.
- The College's selection methods may consist of any or all of the following:
  - Interviews
  - Presentations
  - Psychometric Testing
  - References
- It is the policy of the College to conduct pre-employment medicals.

### Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community.

#### APPLICATION PROCEDURE

Candidates should submit **by email** a cover letter together with a full curriculum vitae, to include the names and contact details of three referees, to:

**Barbara Hewitt**

Email: [bhewitt@tcd.ie](mailto:bhewitt@tcd.ie) / Tel: +353-1-896- 8472

Institute of Neuroscience, Lloyd Building, Trinity College, Dublin 2