



JOB DESCRIPTION

Job: Administration Support Grade II
Location: **Enable Ireland Children's Services** based at Curraheen, Cork
Contract Hours: Full time, 35hrs per week
Contract Type: Fixed Term (18 months)
Reporting to: Children's Services Manager or designate

Overall Purpose of the Post:

To provide administrative support to the Director of Services Office and Children's services Manager (CSM) as relevant & Children's Disability Network Managers (CDNM) in relation to supporting CDNT services across the region.

Duties:

- To provide administrative support to the Director of Services, Children's Services Manager and children's disability services regionally within Enable Ireland.
- Prepare correspondence as requested including responses to requests for information in the form of PQs and data access requests.
- Support the reporting requirements within the organisation including collection, collation and scrutiny of data and information.
- Provide administrative support to the local training process system in place.
- Ensure strict compliance with health and safety standards including collation of information on accidents, incidents and near misses and supporting the organisation in the administrative duties involved in risk management.
- Take a lead role in management of the filing system including co-ordination of archiving and storage of files in line with Enable Ireland's Data Protection and Information Management policies.
- Support the organisation in relation to the record management systems in use and take a lead role in advanced use of same including support for staff where appropriate.
- Support recruitment campaigns and appointments from a service perspective.
- Assist the relevant managers to develop administrative policies and procedures to support children's services
- Provide support and supervision to administrative or other staff as assigned in line with Enable Ireland policy.
- Provide reception/switchboard support and front of house support to the service.

- Complete tasks with a high level of attention to detail.
- Understand and work within Enable Ireland's code of confidentiality.
- Other administration tasks to support the designated manager, which will vary on a daily basis.

Communication

- Ensure that good, clear and respectful communications and relationships are developed and maintained as appropriate with all stakeholders.

Training and Development

- To participate in training programs and other developmental needs as identified by the designated manager.

Health & Safety:

- Support the promotion of health and safety and risk management across the service including the development and monitoring of policies and procedures and compliance with same.
- Ensure accurate and timely health and safety reporting as required.
- Participate in local health and safety initiatives and training as required. Ensure that effective safety procedures are in place in the execution of the duties of the post to comply not only with the Health, Safety and Welfare at Work Act but also with Enable Ireland's policies and procedures.

Quality Assurance:

- Adhere to requirements in relation to the collection of data in accordance with agreed procedures and as required by Enable Ireland.
- Work in accordance with Enable Ireland policies and procedures and promote adherence to same across the service.
- Participate in EFQM (European Foundation for Quality Management) model for quality assurance as required.
- Contribute to the ongoing development and implementation of Enable Ireland's quality assurance initiatives and departmental standards.

To minimise exposure to breaches of GDPR, strict compliance is required in the course of carrying out the duties of this job and working with others. This will include but is not limited to compliance with Enable Ireland's suite of GDPR Policies & Procedures, attending all GDPR Training sessions and ensuring personal responsibility for implementing safeguards and measures as directed.

This job role document is not intended to be an exhaustive list of duties and responsibilities may be reviewed from time to time by the Director of Services/Children's Services Manager or designate to reflect the needs of the service and will evolve as new legislation and service arrangements come into place.

Terms & Conditions

Responsible to:	Childrens Services Manager or designate
Probation:	A probationary period of 6 months applies, wherein three probationary meetings will take place to review your performance and suitability for appointment. The company reserves the right to extend the probationary period on an exceptional basis if it is deemed that the extension would be in your interest. In any case, this will not exceed a period of 9 months. The probationary period may also be extended to facilitate statutory leave.
Salary:	The current salary scale for this post is €34,672 to €52,968 LSI pro rata per annum.
Annual leave:	Annual leave entitlement is 30 days pro rata per annum and proportionately less for less than 12 months service.
Pension scheme:	Enable Ireland operates a contributory pension scheme which all staff may join following their start date.
Medical:	The successful candidate will be required to undergo a medical assessment.
Garda Clearance/ Police Clearance:	These will be required for all prospective staff who undertake relevant work or activities relating to children or vulnerable persons.
Sick Pay: (If applicable)	All periods of sickness exceeding two days must be medically certified. Weekly medical certificates are required thereafter. The Company reserves the right to have you examined by its own Doctor after 3 months continuous sick leave. Upon completion of 6 months continuous service with the Company sick pay will be as follows: Full pay less social welfare for the first 13 weeks of sickness in any 12 month rolling period and half pay less social welfare for a further (13) weeks of sickness absence in the same 12 month rolling period
Redeployment:	In exceptional circumstances the organisation reserves the right to redeploy you to an alternative role that is suitable to your skills and experience.