



Dublin City University

Centre for Talented Youth Ireland

Garda Vetting and Correspondence Course Officer - (Grade IV)

3 Year Fixed Term Contract

General Information

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

CTYI is a non profit organisation at DCU that caters for the needs of academically talented children aged 6 to 16. CTYI provides nationwide assessments and classes for high ability students. Last year over 5000 students and 300 staff participated in CTYI classes. As part of the continuous development of the programmes CTYI plan to recruit an Administrative Assistant to coordinate the Garda Vetting process with CTYI, manage the development of the CTYI correspondence courses, and supervise the expansion of the CTYI residential programme.

Duties and Responsibilities of the role include:

- Managing the Garda Vetting process within the CTYI programme, including the implementation of the online system.
- Liaising with CTYI part and full time staff to educate them on the Garda Vetting policy and ensure everyone is aware of their responsibilities in relation to Garda Vetting.
- Liaising with the Garda Vetting office in relation to the information required for the successful completion of the Garda Vetting process.
- Working with CTYI Director in maintaining and improving the CTYI Garda Vetting Policy.
- Managing the CTYI and CAT residential programme and the additional residential staff required.
- Supervising residential staff and providing relevant training in aspects of child protection prior to the beginning of programme.

- Managing the implementation of the CTYI Gender Identity and Expression Policy in relation to transgender students, providing relevant training to part time and full time staff in regards to the policy.
- Working with the CTYI Director with the implementation of CTYI correspondence courses for both the primary and secondary programme.
- Working closely with CTYI part time academic and part time administrative staff to ensure the smooth running of the CTYI Correspondence programmes.
- Supervising CTYI correspondence course staff in the design of new correspondence courses for primary school and transition year students, and managing part-time staff in the correction of the courses.
- Any other duties that may be assigned by the Director of CTYI or his/her nominee.

Experience and Qualifications:

Candidates must possess a primary degree or equivalent, and ideally have a minimum of 2 years relevant work experience.

The successful candidate will have:

- A basic understanding of the needs of high ability children, and direct experience working with gifted children would be an advantage.
- Capable of managing and prioritizing a varied workload, and show flexibility and adaptability while discharging their duties.
- Excellent communication and administrative skills are essential. Candidates must be dependable, willing to work in a team environment and be capable of working to strict.

The Competencies required for this position are:

1. **Building and maintaining relationships:** Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization. Takes a focused approach to developing contacts throughout DCU.
2. **Supervision:** Takes a fair approach in supporting others to complete tasks and is capable of providing appropriate feedback if required.
3. **Personal effectiveness/excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload.

4. Knowledge of the Organisation/Sector:

The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information

Salary Scale: **€34,625 - €51,750 (Grade IV)**

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: 4th May 2017

Informal Enquiries to: Colm O'Reilly, CTYI. Email: colm.o'reilly@dcu.ie

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #531 Garda Vetting and Correspondence Officer, CTYI.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer