Applications are invited from suitably qualified candidates for the following position.

Senior Administrative Officer
DCU Institute of Education
Professional 5
18 months Fixed Term Contract

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Overview of the department

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together

students of education across all sectors from early childhood, to primary and post-primary, and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Role Profile

The Institute is seeking to recruit a Senior Administrative Officer (SAO). This position is located within the Faculty Office and is a key administrative management role. The SAO reports to the Assistant Faculty Manager (Academic Affairs) and is accountable for delivery of critical faculty outputs. The person appointed is also expected to make a significant contribution to the attainment of the Faculty's operational objectives through their membership of the Faculty Office Management Team.

The SAO will manage the programme and research administration teams to ensure timely quality delivery of core faculty functions such as timetabling and examinations. The SAO will support the AFM in establishing appropriate and rigorous regulatory structures and will also provide the secretariat to a number of faculty committees. The person appointed will also be allocated responsibility for progressing faculty office projects.

Duties and Responsibilities
Please refer to the job description for a list of duties and responsibilities associated with this role.

Minimum Internal Service Criteria
Please note that internal service criteria will apply

Please note staff must have successfully completed their probationary period

In addition, the successful candidate will ideally have:

- Strong problem-solving and technical skills including competence in use of complex IT systems, quantitative reasoning skills and a capacity for proactive thinking and planning.

- Excellent social skills with the potential to develop strong team management skills.

- The ability to effectively administer a range of complex activities including decision-making in relation to resourcing, prioritisation and risk escalation.

- Excellent written and verbal communication skills; the ability to work successfully with a range of stakeholders.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Professional 5- €52,198 - €62,889

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Thursday, 16th March 2023

For more information on DCU and benefits, please visit Why work at DCU?

Informal Enquiries in relation to this role should be directed to:
Dr. Eleanor Healion, Assistant Faculty Manager, Institute of Education, Dublin City University.
Email: eleanor.healion@dcu.ie
Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies website at
https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1

Applications should be submitted by e-mail with your completed application form to
hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Senior Administrative Officer

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the DCU Policy Starter Packs