



DCU Institute of Education
Assistant Faculty Manager (Grade VI) (Placement and Operations)
Two Year Contract

Introduction

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.

Assistant Faculty Manager

The Institute is seeking to recruit an Assistant Faculty Manager (AFM). This position is located within the Faculty Office and is a key administrative management and leadership role. The AFM supports the Faculty Manager in establishing appropriate and rigorous regulatory structures and is expected to make a significant contribution to the attainment of the Faculty's strategic objectives. The AFM reports directly to the Faculty Manager.

The AFM is responsible for the effective and efficient delivery of placement administrative supports through their leadership of the Placement Office. This team administers placements for approx. 3,000 students across a range of school and professional settings. The AFM is also responsible for managing implementation of the Institute's placement management system (METIS 2.0).

The AFM has responsibility for key faculty operations, including oversight of space allocation and management of the faculty's relationship with Estates and ISS. He/she also manages the DCU Institute of Education Helpdesk which provides first point of contact support to the general public, prospective students and IoE placement students.

Duties and Responsibilities

The duties attached to this post include, but are not limited to, the following:

- Lead and manage a team of administrative staff to ensure delivery of core operational objectives
- Ensure the delivery of best-practice placement administrative support; work with Placement Directors/Coordinators to implement strategic initiatives and to establish a consistent approach across settings and programmes.

- Assume responsibility for full transition to the Institute placement management system (METIS 2.0) and, in tandem, capture as-is processes and replace with a single administrative operating procedure across all placement types
- Manage secretariat provision to the Faculty Placements and Related Partnerships Committee and, in conjunction with relevant academic and administrative staff, manage and coordinate faculty-based administrative support in respect of committee activities, liaising with central offices as appropriate
- Manage the Institute's Helpdesk to ensure best practice in relation to first-point-of-contact support to students, prospective students and the general public
- Oversee the faculty's space allocation and manage the faculty relationship with Estates and ISS
- Devise, implement and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within the Faculty, of data maintained by the Faculty and/or provided by the Faculty to central units
- Contribute significantly to the Faculty administrative management team and to the on-going enhancement and development of the Faculty administrative framework
- Working with relevant units across the University, monitor and review systems which support faculty activities to identify quality enhancements
- Assume responsibility for the management of specific projects, as directed by the Faculty Manager
- Represent the Faculty at university-level
- Develop and maintain a high level of awareness of, and familiarity with, policy and other developments within the HE and other sectors, in so far as these may impact on the Faculty, and faculty administration in particular
- Liaise with senior personnel in external bodies such as the Teaching Council, funding agencies, other HEIs

Person Specification

Candidates should hold an honours degree and must be able to demonstrate a track record of achievement in administration management. A minimum of five years relevant experience is required. S/he must be capable of exercising judgement and making decisions on a range of administrative matters and should have the ability to identify and implement solutions to complex problems. Excellent organisational, influencing, communication, negotiating and staff management skills are essential.

Salary scale: *€51,992 -€73,828 per annum

*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Assistant Faculty Manager (Administrator 1-Grade VI) salary scale, in line with current Government pay policy.

Closing Date: 28th February 2019

Informal enquiries

Informal enquiries may be addressed to Maeve.Fitzpatrick@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 (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) 1 700 5149

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

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

Job Ref #1145: Assistant Faculty Manager Grade VI (Placement and Operations)

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