



**DUBLIN CITY UNIVERSITY
OFFICE OF THE VICE-PRESIDENT ACADEMIC AFFAIRS (REGISTRAR)**

**Deputy Lead, Design & Configuration
Student Information Systems (SIS) Project
Three Year Fixed-Term Contract**

Introduction:

DCU is a rapidly growing University and is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

The Student Information Systems (SIS) project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System (SIS) which will support our objectives to create and sustain a globally engaged university.

The Student Information Systems will consolidate and modernise multiple legacy student information systems into one, integrated software solution. The new SIS includes all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

The SIS Programme has been mobilised to deliver this transformational change. The programme consists of several delivery streams relating to business design and configuration, technology & integration, reporting & analytics, data, and change management.

Role:

Reporting to the Delivery Stream Lead, the Deputy Lead, will play a crucial role in the realisation of objectives associated with the Design and Configuration Delivery Stream which are central to the SIS Programme. The Deputy Lead will discharge a leadership and advocacy role, assuming specific responsibility, among other things, for co-ordination of the activities of the SIS Academic, Professional Services and Student advisory groups and SME's (*subject matter experts*) to support the design and implementation of the SIS. S/he will be responsible for engaging the relevant stakeholders in review and design workshops. The Deputy Lead will act in place of the Delivery Stream Lead, if/when needed.

Duties and responsibilities:

Reporting to the Lead, Design & Co-ordination, the post-holder will:

- Co-ordinate the activities of the SIS Academic, Professional Services and Student advisory groups and SME's in line with the implementation roadmap for SIS to ensure balanced and comprehensive input into design and configuration of the system to meet current and future needs.
- Develop, implement and monitor the efficacy of a methodology to ensure that the input into the design and configuration of the system from all stakeholders is consistent, transparent and reflective of the full breadth and depth of SME input required.
- Develop and build strong relationships with key staff and units across the University working collaboratively across all levels of staff acting as a strong advocate for the SIS.
- Play a leadership role in the co-ordination of activities relating to process review workshops to enable the realisation of required functionality that will optimise process standardisation, automation, innovation and efficiency, working collaboratively as part of the SIS team and with the appointed SIS supplier to this end.
- Possess and/or acquire in-depth knowledge of all operational processes that the SIS supports and engage business users with the SIS from a delivery viewpoint.
- Possess and/or acquire knowledge of and apply relevant methodologies (*e.g. Lean*) and tools to support process review workshops.
- Working collaboratively with other delivery streams to identify relevant SME input for areas such as testing, data migration, training & reporting.
- Deputise for the Lead of the Delivery Stream, acting as Deputy-Chair to the SIS Programme Design Forum (*Operational & Functional*), as required.
- Represent the programme and/or University in relevant external fora as required.
- Any other duty which may be assigned by the Delivery Stream Lead, Programme Director and/or Sponsor, or nominee.

Qualifications, experience and skills required:

The successful candidate must have a degree or equivalent. They must have a proven track record of success in administration, with a minimum of five years' experience, at the appropriate level, in a university setting. They will have excellent interpersonal, communication and organisational skills. In addition, the successful candidate will possess demonstrable leadership capability, and the experience and confidence to make decisions on a wide range of project related matters.

The successful candidate for this role will have:

- Experience managing academic processes, ideally, including new programme design, programme delivery and assessment, exam processes and overall programme management.
- A proven track record of building and developing effective working relationships with strong leadership and influencing skills.
- Expertise in managing complex high-volume, multi-dimensional processes or projects.
- Excellent organisational skills and ability to prioritise a wide range of tasks.
- Awareness of the interface between administrative and/or operational processes and the systems that support them.
- Advanced knowledge as a user of IT systems in common use within Higher Education, such as, student information systems, etc. and, ideally, experience of and/or involvement in the area of systems development (from an expert user perspective).
- A results focus, with the ability to see things from a strategic perspective.
- Excellent oral and written communication skills.

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 Administrator 1 salary scale, in line with current Government pay policy.

Closing Date: 8th April 2019

Informal enquiries:

Informal enquiries may be addressed to bernadette.dowling@dcu.ie, Student Information System Programme (SIS), Office of Vice-President Academic Affairs (OVPAA). 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 #1191: Deputy Lead, Design & Configuration, SIS Programme

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