



**Dublin City University**  
**Office of Vice-President Academic Affairs (Registrar)**  
**Programme Administrator (Grade V),**  
**Project Management Office (PMO)**  
**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.

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 (SIS) 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.

To deliver on the transformational changes the SIS programme has been mobilised by the Office of the Vice President of Academic Affairs. A Project Management Office within the programme will provide administrative support.

### **Role**

The programme requires a Programme Administrator to support the work of the PMO.

### **Duties and Responsibilities**

The Programme Administrator will work closely and report to the SIS Programme Director or nominee. The main duties of the role will be (but are not limited to):

- Provide administrative and other related support to the Programme Management Board and programme structures including SIS Management Forum, SIS Financial Committee, SIS Resource Committee.
- Administration of the SIS budget and related office management responsibilities. These include:

- Preparation of monthly and quarterly reports for the DCU SIS Budget Committee
- Administer and track financial transactions in Agresso
- Raise requisitions, purchase orders and verify invoices for payment. Check and reconcile financial reports and invoices liaising with the Finance Office on any queries or discrepancies
- Co-ordinate and support of multiple projects and initiatives relating to the SIS programme workstreams (as required).
  - Maintain and manage regular status updates between the PMO and individual workstreams.
  - Liaise with Workstream sponsors and project Managers and other external and internal stakeholders representing the programme
  - Collate data relating to project Risk, Issues, Dependencies and Assumptions and liaise with DCU Risk Manager
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within the SIS Programme Management Office and of data maintained by the SIS Programme Office and/or provided by the SIS Programme Office to central Offices/functions e.g. Risk, Finance etc., liaising with those offices as appropriate.
- Represent the SIS programme as the GDPR Champion working with colleagues within the Programme to address data protection issues which arise.
- Update and maintain the Project Website and co-ordinate the preparation of content outlined in the content management plan.
- Undertake any other duties appropriate to the role that may be assigned by the Programme Director

### **Qualifications, Experience, Skills and Competencies**

Qualifications and Experience Candidates shall have a primary degree and will have a minimum of 3 years Project Administration experience or equivalent

Have a proven track-record in project administration and will have experience of working with systems and processes in third level institutions.

Strong analytical, administrative skills

Good interpersonal, communication and organisational skills and an ability to work with a variety of different project stakeholders

Ability to work independently as well as part of a team

Specific experience of the Agresso Finance system in a third level environment will be welcome.

### **Relevant Skills and competencies**

Strong analytical, administrative and interpersonal skills with an ability to influence and persuade at the highest level are essential requirements of this post. The successful candidate will also be comfortable working in a busy programme and change management office and will have experience of working with project plans, engaging with colleagues across other institutions, and ensuring that key deliverables are met on time and within budget.

**Salary Scale: €46,917 - €56,534 (Snr. Admin Assistant - Grade V)**

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Senior Admin Assistant- Grade V salary scale, in line with current Government pay policy.

**Closing date:** 31<sup>st</sup> October 2018

**Informal Enquiries:**

Informal enquiries to: Mairead Corcoran, SIS Programme Director, Office of Academic Affairs, DCU.

E-mail: [mairread.p.corcoran@dcu.ie](mailto:mairread.p.corcoran@dcu.ie) Tel: +353 (01) 700 8494

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: [+353 \(0\) 1 7005149](tel:+353017005149)

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) , Fax: +353 (0)1 7005500,

or by post to the Human Resources Department, Dublin City University, Dublin 9.

**Please clearly state the role that you are applying for in your application and email subject line:**  
**Job Ref #701A Programme Administrator, Project Management Office (PMO), Senior Admin Assistant - Grade V.**

*Dublin City University is an equal opportunities employer*