



**Dublin City University**  
**Centre for Talented Youth Ireland**  
**Assistant Director - (Administrator I)**  
**3 Year Fixed Term Contract**

**General Information**

Dublin City University ([www.dcu.ie](http://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 Assistant Director to help with the strategic development of the programme. The Assistant Director will assist in the overall management of the academic and administrative staff at CTYI.

**Duties and Responsibilities of the role include:**

- Managing the academic programme at CTYI at both primary and secondary school levels.
- Managing the Early University Entrance programme for CTYI.
- Managing senior staff responsible for Garda Vetting, Data Protection and research.
- Liaising with the CTYI Young Student and Older Student programme managers.
- Working with the CTYI Director with the strategic planning of CTYI programmes.
- Managing the part time CTYI academic staff over course content and quality standards.
- Supervising CTYI part time staff in the running of assessments and classes.
- Preparing internal reports and feedback on courses for CTYI Director.
- Preparing research for international conferences and publication.
- Any other duties that may be assigned by the Director of CTYI or his/her nominee.

- 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.

#### **Experience and Qualifications:**

Candidates must have a degree and at least five years' relevant experience in an educational environment at a managerial level. A postgraduate qualification in gifted education would be desirable. Confidentiality and discretion of a very high level is expected.

#### **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: **€51,477 - €73,097 (Administrator I)**

*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: 23<sup>rd</sup> May 2018**

**Informal Enquiries to:** Colm O'Reilly, CTYI. Email: [colm.oreilly@dcu.ie](mailto:colm.oreilly@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: 889 Assistant Director, CTYI.***

Applications should be submitted by email to [hr.applications@dcu.ie](mailto: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***