



**Dublin City University  
Faculty of Engineering and Computing**

**Senior Administrative Officer [Grade V]  
3 years fixed term contract**

**The Faculty**

The Faculty of Engineering & Computing is made up of Electronic Engineering, School of Mechanical & Manufacturing Engineering and the School of Computing; each is managed by a Head of School. The Executive Dean is the de facto Chief Executive Officer. The Faculty is administered through the Professional Support Unit for which the Faculty Manager has overall management responsibility.

**Function:** The post holder will undertake a role within the Faculty in the context of provision of administrative support. The current role will be deployed in the area of operational excellence within the Schools. The successful candidate will be responsible for the management of the School's operational activities in line with the Faculty's internationalisation, research and teaching and learning strategies.

**Relationships**

The appointee will work in collaboration with the Faculty Manager to support the Head of School in achieving operational excellence. The Senior Administrative Officer reports to the Faculty Manager/nominee.

**Duties and Responsibilities**

The Senior Administrative Officer [SAO] will be involved with the following areas of activity that are integral to School's successful operation. The duties and responsibilities of the post include, but are not limited to the following:

- Work with the Head of School (HoS) to deliver excellent administrative support to deliver on the Faculty internationalisation strategy. The SAO is responsible for providing professional support to the Head of School, in partnership with teaching staff delivering high quality programmes transnationally. This requires
  - Understanding policy and guidelines surrounding visas, advising staff on travel to and from international partner locations, and embassy related issues.
  - Managing internationalisation strategy budgets
  - Monitoring the effectiveness and implementation of Memorandums of Understanding with partner Universities. Manage relevant systems and processes in operation across the University. keeping the Head informed on changes in policy and procedures.
  - Establishing systems to monitor and report on the performance of International offerings within the School

- Ensuring resources, support and training are provided to enable colleagues locally or employed remotely to make the best use of available ICT including teaching, learning and assessment systems
  - Provision of reports on remote student progression and performance.
- Locally, draft the work allocation in advance of timetables commencing the Faculty's timetabling process.
- Work with Head of School on the annual planning processes i.e.: student projections, pay and non-pay projections.
- The SAO will be responsible for administration in the recruitment of temporary/casual staff (to include organising advertising, interviews, supporting head in allocation of workload, management of training and ensure a timely process around payments). The SAO will work with the Research Administrator in mapping of teaching support activities of researchers, ensuring that researchers who work within the guidelines of Researcher Career Framework are credited accordingly.
- Acts as the School's Health & Safety information point by maintaining an up to date School health and safety policy statement.
- Attend University related meetings on behalf of the Head in the areas such as Health and Safety, GDPR etc., and ensure meeting outcomes are disseminated through local committee structures.
- Planning and supporting administrative aspects of School meetings and ensuring escalation of items that require Faculty-level decisions.
- Responsible for maintaining of the School website and ensuring that it is up to date and meeting the University's branding guidelines
- Undertake any other duties as may be assigned by the Faculty Manager or the Head of School.

#### **Experience, Skills and Qualifications:**

The successful candidate must hold a primary degree, have a proven track record of success in administration management, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration related matters. S/he should be an experienced line manager, capable of motivating team members and have an appreciation of the wider issues associated with team building and staff development.

The successful candidate must have:

- Strong quantitative reasoning skills
- Competence in use of complex it systems
- A capacity for proactive thinking and planning
- Excellent writing skills
- Excellent interpersonal and communication skills applicable across students and staff
- In all roles
- A positive work ethic and outlook
- Good problem-solving and project management abilities
- The ability to work independently as well as part of a team
- Demonstrable commitment to high quality in their work.

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

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of scale, in line with current Government pay policy.*

**Closing date:** 10<sup>th</sup> October 2018

**Informal Enquiries:**

Informal enquiries may be addressed to Michele Pringle, Faculty Manager [michele.pringle@dcu.ie](mailto:michele.pringle@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/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 #976 Senior Administrative Officer - Grade V.**

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. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

***Dublin City University is an equal opportunities employer***