



**DCU President's Office  
Special Events and Protocol  
Manager (Grade 5.2)  
3 Year Fixed Term Contract**

**General Information**

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU is Ireland's fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focused on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

**Overview of the Role**

Based in the President's Office, the Special Events and Protocol Manager is a new role that has been established to oversee the planning, coordination and delivery of key events, including the President's annual award ceremonies, DCU's Honorary Conferring ceremonies, key speaker engagements and all events hosted by the President, or Deputy President. The post holder will be responsible for developing and implementing event management guidelines, consistent with a high quality customer focused service. S/he will advise the University community on diplomatic and procedural protocols for high-profile visitors to DCU and will work closely with the President's Office team to oversee the planning and scheduling of high-profile visits, including Heads of State and senior government officials, to DCU. Given the high visibility of many of these events, the post holder will play an integral part as an advocate for excellence and presenting a positive image of DCU to stakeholders, both internal and external.

**Primary areas of responsibilities include:**

- Overseeing planning, coordination and implementation of a variety of events and ceremonies hosted by the President, or Deputy President.
- Managing workload and priorities of the President's Office event team and ensure the necessary complement of staff and student volunteers is in place to deliver a successful event.

- Identifying outside service providers (Professional Conference Organisers), where required; review and approve contracts, in line with university procurement policy, while maintaining overall responsibility for all aspects of the event.
- Planning and overseeing the logistics for high profile visits to DCU on behalf of the President.
- Managing briefings to ensure that key staff members are informed about the event/visit, including who will be in attendance and the purpose, or desired outcome, of the event.
- Working with senior DCU leadership to promote high profile events of strategic importance to the University.
- Developing guidelines to promote good event practices campus-wide and advise on matters associated with diplomatic protocol for visits or ceremonies.
- Managing event expenditure and ensure that detailed budgetary requirements for major events are pre-approved and compliant with university funding regulations, including, where necessary, third party negotiations and contracts; ensure timely budget reconciliation and payment of invoices.
- Designing and implementing a robust system for collating post-event feedback.

### **Qualifications and Experience**

- Bachelor's degree and a professional qualification in event management preferred.
- A minimum of 3 years relevant experience and a proven ability to deliver complex events at a senior level.
- Well-developed operational management expertise, capable of delivering multiple projects simultaneously and working effectively under pressure and time constraints
- Excellent team management and budget management skills.
- Knowledge of, and experience in, implementing diplomatic protocols
- Exceptional organisational, planning and problem solving skills

Previous experience of working in higher education would be a distinct advantage.

### **Personal Qualities**

The successful candidate will have an ability to develop and maintain excellent working relationships. They will be a highly motivated, self-starter, with a strong work ethic and demonstrate a high level of professionalism. Good judgement and discretion along with outstanding communication skills, both verbal and written, are essential.

**Closing date:** 28<sup>th</sup> September 2018

**Salary scales:** €47,988 - €64,894 p.a (Senior Admin Asst II)

*\* Appointments 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*

**Informal Enquiries:** Informal queries should be addressed to

**Name:** Ms. Mary Colgan

**Email:** [mary.colgan@dcu.ie](mailto:mary.colgan@dcu.ie)

*Please do not send applications to this email address, instead apply as described below.*

### **Application Procedure**

To apply for this role, 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:**

**#979 Special Events and Protocol Manager**

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: Insert [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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