



**DCU President's Office
Speechwriter/Copywriter
(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 Speechwriter/Copywriter is a new full-time role that has been established to assist with researching and crafting communications, including formal speeches, written reports (including the President's Annual Report), presentations, and contributions to press releases on behalf of the President and Deputy President, as required. The post holder will work closely with the President and with the Director of Communications to ensure alignment with the University's strategic messaging and priorities. S/he will assist with content proofing and editing, and providing feedback, as required, on communications drafted by the President and his Senior Management team. The post holder will also manage the President's Office web content.

Primary areas of responsibilities include:

- Consulting with subject matter experts and stakeholders to prepare briefings and drafting remarks for the President's and Deputy President's speaking engagements and events
- Working closely with the President and Director of Communications to draft key messaging, consistent with the University's strategic priorities, for media purposes and for University reports/publications/presentations

- Writing content for the President's Annual Report and consulting with the University's Design team regarding report design and layout
- Working closely with the President to craft institutional responses, as required
- Preparing contributions to press releases on behalf of the President, in consultation with the Director of Communications
- Overseeing the President's Office website content
- Establishing excellent working relationships with University colleagues to facilitate information-sharing on emerging issues, events, and opportunities, for messaging on behalf of the President
- Contributing to the preparation and writing of the President's monthly staff magazine
- Providing ad-hoc editorial support for university publications, where requested, to ensure consistency of key university messaging and writing style
- Overseeing drafting of messages covering a wide variety of occasions and events, including letters of good wishes, greetings, condolences etc. from the President
- Performing other duties, as are appropriate, in support of the President and the President's Office

Qualifications and Experience

The successful candidate will have the following:

- Bachelor's degree and a minimum of 3 years' relevant experience, with a proven record as speechwriter for senior executives
- Demonstrated experience of researching, writing and editing content
- Ability to clearly communicate complex ideas and concepts in writing
- A record of proven achievement and capacity for innovative and creative thinking
- A track record of significant achievement in the area of communications, academia, publishing or journalism
- Ability to work effectively under pressure and meet challenging deadlines
- Excellent IT skills and a working knowledge of social media

Previous experience of working in higher education would be a distinct advantage. While not essential, competence in the Irish language is desirable.

Personal Qualities

The successful candidate will have an ability to develop and maintain excellent working relationships. S/he will be a highly motivated self-starter, with a strong work ethic and excellent judgement. S/he will demonstrate a high level of professionalism and will have exceptional verbal and written communication skills.

Closing date: 28th 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

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:

#980 Speech /Copy Writer

Applications should be submitted by email to 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