



## **DCU Institute of Education**

### **Assistant Faculty Manager – Research, Placements, Operations (Grade VI)**

#### **Background**

The DCU Institute of Education is the first faculty of education in an Irish university. It is being constituted by the incorporation of St Patrick's College, Drumcondra (SPD), Mater Dei Institute of Education (MDI) and Church of Ireland College of Education (CICE) into Dublin City University (DCU) and will be fully established by September 2016.

This is a major development of international significance. The Institute will form Ireland's largest centre of expertise in education and will offer programmes across the continuum from early childhood through primary and secondary to further and higher education.

The DCU Institute of Education will be based in a €70million purpose-built facility on DCU St Patrick's Campus, Drumcondra.

#### **Overview of the Faculty**

The Institute will become DCU's fifth faculty with a student body of approximately 4,500, 3,500 of whom are on programmes with a substantial placement element. The Faculty currently delivers six undergraduate and 21 taught postgraduate programmes and has an academic staff of 130 in six interdisciplinary schools.

It will be led by the Executive Dean who has overall responsibility for the strategic management and coordination of teaching and research activities within the faculty's constituent schools and Research Centres. S/he also has overall responsibility for the management of the faculty's resources, in terms of budgeting, finance and staffing. The Executive Dean is supported by the Faculty Board in discharging these duties.

#### **Overview of the Role**

The Senior Operations Manager (SOM) is responsible for delivering effective and efficient administrative leadership in relation to Research and Placements. The SOM will also ensure that consistent and quality administrative support is provided to the six faculty schools and will manage the faculty HR function. The SOM will progress the development of engagements with alumni and key stakeholders.

The Assistant Faculty Manager also acts as main point of contact with faculty technical staff, facilities management and ISS.

The SOM reports to the Faculty Manager.

## **Duties and Responsibilities**

Faculty administrative operations will be reviewed following the first academic cycle and, as a consequence, some re-alignment of responsibilities is to be expected.

The duties attached to this post include, but are not limited to, the following:

- Line manage and lead a number of administrative and technical staff, including those in placements, research administration, school admin support, faculty technical support; promote motivation, operational excellence and strategic direction within the administrative team.
- Ensure the delivery of best-practice placement administrative support; work with Placement Directors to implement strategic initiatives and to establish a consistent approach across settings and programmes.
- Provide high-level administrative support to the Faculty Research Committee and other related committees and, in conjunction with relevant academic and administrative staff, manage and coordinate faculty-based administrative support in respect of the committee's activities, liaising with central offices as appropriate
- Provide HR support to Faculty schools, to include progressing of appointments/contracts, promoting policy awareness and implementation of new initiatives, liaising with Finance and HR Offices as appropriate
- Contribute significantly to the Faculty administrative management team and to the on-going enhancement and development of the Faculty administrative framework
- Develop and maintain a high level of awareness of, and familiarity with, policy and other developments within the HE and other sectors, in so far as these may impact on the Faculty, and faculty administration in particular
- Assume responsibility for improvements and developments of relevant systems (for example the Placements allocation and management systems), liaising with ISS, Registry and other units within and outside the university, as required
- Assume responsibility for the management of specific projects, as directed by the Faculty Manager
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within the Faculty, of data maintained by the Faculty and/or provided by the Faculty to central offices
- Liaise with senior personnel in external bodies such as the Teaching Council, funding agencies, other HEIs
- Represent the Faculty at university-level, as required

## **Person specification**

Candidates should hold an honours degree and must be able to demonstrate a track record of achievement in administration management. A minimum of five years relevant experience is required.

S/he must be capable of exercising judgement and making decisions on a range of administrative matters and should have the ability to identify and implement solutions to complex problems.

Excellent organisational, influencing, communication and management skills are essential.

The successful candidate should be able to demonstrate strong staff management skills and show leadership potential.

A proven track record in the areas of systems and process development would be advantageous, as would project management experience.

**Salary Scale:** \* €49,967 - €68,393 per annum

*\*Appointment will be commensurate with qualifications and experience*

**Closing Date:** 15 July 2016

**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) 1 700 5149

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

***Please clearly state the role you are applying for in your application and email subject line:***

***Job Ref #365: Assistant Faculty Manager – Research, Placements, Operations (Grade VI)***

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