Background

Dublin City University is a research intensive, globally engaged, dynamic 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 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. As Ireland’s University of Enterprise, it is characterised 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 ranking in the top 2% of universities globally and its consistent position in the top 50 of the almost 10,000 young universities worldwide (QS Top 50 under 50).

DCU is Ireland’s fastest growing university. Its incorporation programme, which will be completed in 2016, is the coming together of St Patrick’s College, Drumcondra, Mater Dei Institute of Education and the Church of Ireland College of Education with Dublin City University. Following incorporation, the vision for DCU includes a new Institute of Education and an enhanced faculty of Humanities and Social Sciences that will benefit from the combined strengths of the four institutions.

As Dublin City University expands and enters its next stage of development the University seeks to make a senior appointment to support the Vice President Academic Affairs (Registrar) in the new and expanded DCU which will include the new Academic Systems Unit, yet to be established.

The Vice-President Academic Affairs (Registrar) is the Chief Academic Officer of the University and is responsible to the President for the management of the academic business of the University. Working with senior colleagues in the University, the Vice-President Academic Affairs (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies.

The position

Applications are invited from suitably qualified candidates for the post of Academic Secretary. This is a senior administrative post within the University, reporting directly to the Vice-President (Registrar). The successful candidate will support and advise the Vice-President (Registrar) in the co-ordination, formulation and implementation of academic policy and procedures, strategic planning and academic governance. S/he will be responsible for the management of the Academic Secretariat and Academic Systems Unit.

Key Responsibilities

The Academic Secretary will assist the Vice-President Academic Affairs by supporting and driving a number of key strategic and operational initiatives working closely with senior members of the University.
The appointee will be an experienced senior manager with significant management, leadership and change management experience and, the particular expertise required to deliver the following:

- Formulation of academic policy, its implementation and on-going review
- Establishing the basis for strategic decisions and/or developments
- In conjunction with the Vice-President (Registrar), discharging her particular responsibility for major strategic initiatives
- Responsibility for drafting and co-ordination of institutional responses to the external agencies / bodies
- Responsibility for drafting and co-ordination of funding submissions.
- Management of the Academic Secretariat and Academic Systems Unit (ASU) and the staff and functions attaching thereto.
- Assuming a leadership role in relation to planning for and implementation of new and/or replacement core business solutions, ownership of which rests with the VPAA (Registrar).
- Assuming responsibility for and/or contributing significantly to the progression of specific objectives associated with implementation of the University's current Teaching and Learning Strategy.
- Participating in and contributing to relevant external groups and Higher Education sectoral initiatives, as appropriate.
- Monitoring Higher Education academic policy developments at national and international levels and their implications for the University.
- Undertaking such other duties as may be assigned from time to time by the Vice-President Academic Affairs (Registrar).

Qualifications

- A Primary Degree and/or post-graduate degree (Masters Degree level or equivalent)

Knowledge and Experience (Essential and Desirable)

- Minimum of 5/10 years’ experience in relevant post
- A demonstrable record of success and accomplishment as a senior manager, preferably within the Higher Education sector
- Proven experience and the professional competence required to proactively ensure the delivery of University strategic objectives
- A practical appreciation of the challenges faced by a University in the context of on-going public service reform
- A successful track record of working with professional/knowledge employees will be an advantage
- Experience of successful delivery on major change projects
- Excellent leadership and management skills
- Excellent interpersonal skills, well developed influencing skills, proven ability to relate well to other people in a wide range of contexts and levels; as well as working collaboratively with a range of stakeholders
- Ability to work independently and proactively and respond to the changing demands that arise in a challenging University environment
- Excellent communication skills, both verbal and written.

Salary scale: €73,527 - €95,618 (Administrator III)
Appointment will be commensurate with qualifications and experience
Closing Date: 8th July 2016

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at http://www4.dcu.ie/hr/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref. #361 Academic Secretary

Applications should be submitted by e-mail to 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, Ireland.

Dublin City University is an equal opportunities employer