



DCU Institute of Education
Assistant Faculty Manager (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 Assistant Faculty Manager (AFM) reports to the Faculty Manager and is responsible for administrative leadership in relation to the effective and efficient delivery of taught programmes and related processes. S/he work with the Faculty Manager on planning, oversight and evaluation of the faculty budget and on ensuring that appropriate financial control measures are in place.

The AFM will support the Faculty Manager in establishing appropriate and rigorous regulatory structures and in transitioning staff from their current roles in the incorporating institutions to their new posts in the DCU Institute of Education.

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 staff, including those responsible for programme administration and marketing; promoting motivation, operational excellence and strategic direction within the administrative team
- Provide high-level administrative support to the Faculty Teaching and Learning Committee 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 financial management support to Faculty schools, 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
- Working with relevant units and across the faculty, monitor and review systems which support faculty activities and identify efficiencies and improvements
- 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 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 #366: Assistant Faculty Manager Grade VI***

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