



Communications Officer – Grade V
Communications, Marketing & Recruitment Office
Dublin City University
(3 year fixed term contract)

Introduction:

Dublin City University Communications & Marketing Office is seeking a Communications Officer to assist in the implementation of the University's internal and external communications strategies.

The Communications and Marketing Office in Dublin City University manages the reputation and the profile of the DCU brand, at both a corporate level and supporting individual faculties and units in delivering advertising, PR, promotional materials and managing the DCU website. The department is also responsible for promoting and profiling DCU personnel, events and activities.

Job Summary:

The Communications Officer will provide support to the Senior Communications Manager in managing the profile and reputation of the DCU brand in the media. S/he will liaise with relevant journalists and media outlets to ensure DCU is appropriately represented. S/he will manage relationships internally with schools and faculties to identify activities and projects that will require support from the Communications team. .

Duties of the Communications Officer will include:

- Preparation of regular news releases for regional and national distribution
- Liaison with schools, faculties and departments in developing story ideas
- Development of media contacts across a range of sectors including education, business, technology, science and current affairs
- Preparation of news stories and content for DCU website
- Assistance with management of DCU's social media channels
- Maintenance of media contact and distribution lists
- Compilation of regular media books of coverage for circulation to internal audiences
- Any other duties which may be assigned by the Director of Communications & Marketing

Requirements:

The successful candidate will have a minimum 3 years' experience working in communications, preferably in a busy agency or multi-disciplinary environment. They will also require a primary degree or equivalent in communications, public relations, journalism or other relevant field. S/he will need to be familiar with the Irish media landscape and be able to demonstrate an active interest in news and current affairs. Experience in acting as a spokesperson with the media would be an advantage.

Other specific requirements include:

- Extensive experience in media relations, public relations, communications or journalism
- Experience of working with the third-level education sector an advantage
- Experience of research, science, technology or business sectors an advantage
- Exceptional communication skills, both verbal and written
- Strong interpersonal skills with proven experience of building and managing relationships with internal and external audiences
- Experience of web content management systems, preferably Drupal
- Excellent organisational and IT skills with experience creating content for websites and social media channels (Facebook, Twitter, LinkedIn, YouTube)
- Experience of working in a team environment

Salary scale: €45,452 - €54,974

€40,906 - €49,477*

*applies to new entrants to the public sector after 01 January 2011.

Appointment will be commensurate with qualifications and experience.

Closing Date: 10th October 2014

Application Procedure

Application forms are available from: **Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie**

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