Faculty of Science and Health

Faculty Administration

Administrative Officer (Grade IV)
(Temporary fixed term contract up to 11 months)

Function:
The Administrative Officer will be responsible for providing a professional and comprehensive administrative service in support of a range of activities within the Faculty of Science and Health, as part of the Faculty Administration Team.

Relationships:
The Administrative Officer will report to the Faculty Manager (or nominee) and will liaise closely with Faculty academic staff, Heads of School, and with colleagues in the Registry and other central University units on a regular basis.

Duties and responsibilities:
The post holder will provide administrative support in a number of specified areas, as determined by the Faculty Manager (or nominee). Grade IV Administrative Officer posts within the Faculty are currently associated with the following areas of activity that are integral to the Faculty’s efficient operation: examinations administration, allocations (the system whereby School of Nursing clinical placements are administered) timetabling, research and academic programme administration. The post holder will be assigned duties in two or more of these areas, as needs dictate. Due to ongoing developments within the Faculty and the University at large, the range of duties and responsibilities of the post holder will be subject to change.

The duties attaching to Grade IV Administrative posts within the Faculty are as follows:

1. **Examinations Administration**
   1.1 Liaison with the Registry regarding examination timetables and exam board meeting schedules, and communication with relevant academic and administrative staff in relation to same.
   1.2 Receipt and compilation of computed examination results, in conjunction with relevant academic and administrative colleagues, for submission to the Registry and the provision of secretarial support to relevant exam board meetings, as necessary.
   1.3 Liaison with the Disability Office for students registered with this Office.
   1.4 Progression and resolution, on an ongoing basis, of issues and queries that relate to examinations administration, including contribution to the development of the ITS (student database) system to meet Faculty and University needs, maintenance of data integrity and familiarity with and refinement of examination regulations and procedures.

2. **Allocations (management of DCU student nurse placements in six partner services)**
   2.1 Set up and maintenance of the placement record of nursing and other students on ITS in conjunction with partner services.
   2.2 Provision of secretarial support to allocations meetings.
   2.3 Extraction and collation of audit information from partner services and provision of reports on student nurse placements, as required.
   2.4 Liaison with the DCU Web Team regarding the maintenance of placement information on student portal pages.
   2.5 Resolution of student and service queries in relation to placements, as appropriate.
2.6 Review of the ongoing development and efficiency of the ITS system with respect to the Allocations function, in conjunction with relevant staff.

3. **Timetabling**

3.1 Planning and carrying out timetabling (using Syllabus ++) for Faculty academic programmes.

3.2 Preparation of teaching allocations to include the allocation of personal tutors in conjunction with Heads of School and relevant offices.

4. **Academic Programme Administration**

4.1 In conjunction with Co-ordinators and those responsible for programme management and administration, ensuring all programme information, including academic structure, modular information, and registration data and related procedures, are kept up to date.

4.2 Acting as the Secretary to and providing full administrative support and follow-up for School Teaching (Programme Board) meetings and associated sub-groups within the Faculty.

5. **General Administration**

In addition to the above, the duties and responsibilities attaching to the post will include the following

5.1 Participation in Faculty and University working groups,

5.2 Provision of support for and participation in Faculty promotional activities

5.3 Production of ad-hoc reports where required

5.4 Provision of general administrative support associated with research, HR, finance, marketing and other areas of activity that fall within the Faculty Administration team’s remit.

5.6 Other duties that may be assigned from time to time.

The competencies required for this post are:

1. **Personal Effectiveness/Excellence**
   This is defined as the ability to continuously strive to learn about how things are done, why they are done that way and how the role impacts and how processes can be continuously improved, and also being effective in planning and managing own workload.

2. **Team working**
   This is defined as the ability to work together in a supportive manner to share tasks and information. An ability to show respect for the contribution of others and to respond positively with the team, to the need for change.

3. **Knowledge of Processes & IT**
   This is defined as having a willingness to engage with both processes and technology.

4. **Problem solving & Decision Making**: Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.

Applicants for the above post must hold a degree, have a proven track record in administration over a number of years, preferably in a higher education environment, and have excellent communication and interpersonal skills. Applicants should also possess strong IT skills and be able to demonstrate competency in the use and development of a wide variety of computerised systems. The successful applicant will be well organised, be able to co-ordinate and progress the
administrative tasks associated with the post on their own initiative and contribute to the on-going
development, refinement and co-ordination of administrative processes. S/he will be flexible and
possess an ability to work effectively as part of a wider administrative team.

Informal enquiries to: Ronan B.Tobin, Faculty Manager, Faculty of Science & Health.
E-mail: ronan.tobin@dcu.ie Tel: +353 (0)1 700 7513 Fax: + 353 1 700 7779

Salary scale €33,625 - €50,750

Administrative Officer: Friday 6th November 2015

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

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.

Please clearly state the role that you are applying for in your application and email
subject line: Job Ref#210: Administrative Officer

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