

**Dublin City University**

**Faculty of Science & Health**

**FACULTY MANAGER**

**(TEMPORARY CONTRACT OF UP TO 2 YEARS)**



DCU is currently recruiting for the position of Faculty Manager in the Faculty of Science and Health. The Faculty Manager will report to the Executive Dean of the Faculty and have responsibility for the management and co-ordination of all aspects of Faculty administration.

The successful candidate will be expected to provide high-level administrative support across a wide range of academic and other activities within the Faculty. This will include supporting and coordinating the development of processes and procedures critical to the assurance of academic quality, efficiency and effectiveness in the operation of the Faculty's activities.

The duties and responsibilities of the post will include the following:

- Assume responsibility for the operation of the Faculty across academic and administrative areas. This will include the management of resources within the Faculty in order to utilise them to best effect
- Develop, manage and assume responsibility for the areas of budgetary management and financial control
- Develop, manage and co-ordinate relevant aspects of the HR function within the Faculty, liaising with HR, Finance, Budget Committee and other central units, as appropriate
- Assume overall responsibility for the recruitment, selection and career development of administrative staff within the Faculty
- Co-ordinate administrative support to the Dean in support of the management of academic programmes
- Working with other units, especially the Registry, develop, implement and monitor processes and procedures to support the wide range of academic activities carried out within the Faculty including admissions, induction, transfers, appeals, work placement and the examination process
- Develop, co-ordinate and drive the Faculty-wide processes and procedures for the assurance of academic quality and an efficient and effective operation of the Faculty's activities
- Ensure Faculty-wide consistency and efficiency in the operation of programmes, taking responsibility for the overall scheduling, convening and follow up activities of School Teaching Meetings and related committees
- Co-ordinate the marketing and promotion of taught programmes and, where relevant, research activities, on a Faculty-wide basis in order to maximise their impact and cost-effectiveness and to minimise duplication of effort
- Develop and implement mechanisms to support academic Faculty in their research and teaching activities
- Represent the Dean at committees, working groups and events as appropriate
- Liaise with other units within the University including Personnel, Finance, Registry, Buildings, Information Systems and Services, President's Office, Chief Operations Officer's Office and the Library
- Any other duties or responsibilities as may be assigned by the Dean

### **Person Specification**

Candidates for this senior role must have an honours degree and preferably be qualified to postgraduate level. S/he must possess a proven track record (five years plus relevant experience) of success in administration management within a Faculty and possess significant line management experience. S/he must be capable of exercising judgement and making decisions on a wide range of administrative and academic matters. Excellent organisational, communication and management skills are essential.

Please note that staff must have successfully completed their probationary period.

**Salary scale:** €54,331 - €83,023 (Administrator II)  
€48,898 - €74,903 \*

\*Applies to new entrants to the public sector after 01 January 2011  
Appointment will be commensurate with qualifications and experience

Full details of salary upon promotion for internal staff can be viewed at:  
<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**Closing Date:** 2<sup>nd</sup> September 2014

**Informal Enquiries to:**

Professor John Costello, Executive Dean, Faculty of Science & Health  
Email: [john.costello@dcu.ie](mailto:john.costello@dcu.ie) Tel: 01 700 7869

**Application forms are available at:**

<http://www.dcu.ie/vacancies/index.shtml> and from the 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](mailto:hr.applications@dcu.ie)

*Dublin City University is an equal opportunities employer*