

Senior Research Administrative Officer (Administrator I)
Graduate Studies Office
(3 Year Contract)

Overview

Led by the Dean of Graduate Studies, the Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission at DCU. The University hosts over 750 research students and over 1,700 taught postgraduate students. Our external engagements with enterprise and wider academia through the 3U partnership, the IUA, and European partnerships are all manifest through activities at graduate level. Our research profile is significantly contributed to by the work of research students, and our national and international standing is influenced by the perception of our taught postgraduate offerings and experience. Internationalisation of DCU is most advanced at graduate level; this is seen through recruitment of graduate students, pan-European graduate training programmes, shared delivery of masters level programmes across countries, and international scholarship programmes.

The responsibilities of the Graduate Studies Office include representing graduate student interests in decision-making internally and on appropriate external bodies, developing the University's policies in relation to best practice in research awards and in research supervision, working with Schools and Faculties on the University's portfolio of taught masters programmes, coordinating processes and supports relevant to graduate students, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education, administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

Function

The Senior Research Administrative Officer will be responsible for providing a highly professional, proactive and self-driven support function for the Graduate Studies Office (GSO), dealing with ongoing complexity, and supporting a significant change agenda to 2016/17. He/she will have a university-wide remit, and lead substantial external engagement projects including those with linked colleges, regional Graduate School partners, government agencies, international partners and sectoral bodies.

Duties and Responsibilities

Reporting to the Dean of Graduate Studies the Senior Research Administrative Officer will support a range of activities of the research Graduate School that require as yet unidentified solutions. Many will require consultation with the Dean, but will be planned, executed and delivered largely autonomously, and require contact with colleagues at senior academic and administrative grades. They include, but are not limited to, the following:

Supporting Academic Development

- Managing implementation of graduate research aspects the strategic plan, in collaboration with academic colleagues in Faculties, linked colleges, administrators and service and support units. This will include review and proposing developments in admissions practices, policies, regulations, supervisory agreements, communications and training, contributing to work on marketing and recruitment.

Supporting the extension of DCU Graduate School to DCU's regional IoT collarator:

- Linking with colleagues externally to map regulations, policies, procedures and practice and to assess and draft revisions; drafting inter-institutional agreements to underpin the relationship; drafting a plan for managing context of external principal supervision; steer

externally delivered GTEs through accreditation; developing a communications strategy and information materials for students and supervisors; developing and implementing reporting templates.

- Liaising with relevant units internally regarding admission, funding, training, physical equipment, library requirements.

Supporting institutional engagement with Government Agencies

- Supporting DCU GSO engagement with the HEA and QQI linked to doctoral education including reporting against the strategic plan, Compact and national quality reviews. Drafting reports required by the Ombudsman's office as required etc.

Supporting institutional engagement on GSO issues across the sector and internationally

- Representing DCU GSO within IUA network, drawing up /reviewing collaborative agreements with hosts of DCU students, EU partners in international doctoral programmes etc,

Supporting higher level GSO activities

- Developing the unit strategy, processing of confidential appeals and complaints processes.

Experience and Skills Required

Applicants must hold a minimum of a primary degree, and preferably a postgraduate research degree, in addition to at least five years relevant experience in postgraduate education and/or research administration. The ability to work on one's own initiative and manage a broad remit is essential, in addition the following skills and experience would be advantageous:

- Expertise specific to Graduate Research management
- Experience of managing operations and projects
- Excellent administrative, organisational, written and verbal communication skills
- The ability to meet deadlines, prioritise and multi-task

Salary scale: **€49,967 - €68,393**
 €44,971 - €65,000*

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

Appointment will be commensurate with qualifications and experience.

Closing Date: **20th June 2014**

Interviews will be held on Friday 4th July 2014.

Informal Enquiries

Dr Lisa Looney, Dean of Graduate Studies at lisa.looney@dcu.ie or Tel.+353 (0)1 700 5403

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>

Application forms are available at:

<http://www.dcu.ie/vacancies/APPLICATION FORM 6pg.doc> and 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

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