

Faculty of Science and Health

Faculty Administration Office

SENIOR ADMINISTRATIVE OFFICER (Grade V)
(Temporary contract of up to 18 months)

Overview of the Faculty:

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Mathematical Sciences, Physical Sciences and Nursing & Human Sciences, together with three National Research Centres and a number of large scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Function:

The post holder will report to the Assistant Faculty Manager, who in turn reports to the Faculty Manager. The post holder will be responsible for the day-to-day operations of the Faculty Administration Office, under the general direction of the Assistant Faculty Manager.

Duties and responsibilities:

Due to ongoing developments within the Faculty and the University at large, it is inevitable that the range of duties and responsibilities of the post holder will be subject to change. The range of duties attaching to the post is determined in conjunction with relevant stakeholders, including the Dean of Faculty and Heads of School.

The duties and responsibilities attaching to the post include, but are not restricted to, the following:

- Responsibility for the management of operations attaching to the Faculty Administration Office, including the line management, provision and organisation of training of staff within the office, ensuring, on a day-to-day basis, the maintenance of high standards of effectiveness and efficiency, contributing significantly to the ongoing development and refinement of these operations, and reporting to the Assistant Faculty Manager in this regard.
- Maintaining oversight of academic programme administration through the planning, design, review, implementation and operation of appropriate systems and processes in relation to: School Teaching Meetings and academic structures; timetabling; examination processes; the tracking of clinical placements; and any other processes which fall under the remit of the Faculty Administration team.
- Support for the development of quality systems including standard operating procedures, on-going review and revision of Faculty processes and procedures.
- Provide appropriate, high-level administrative support to the Faculty Research Committee and, in conjunction with relevant academic and administrative staff, manage and co-ordinate Faculty based administrative support in respect of activities attaching thereto.
- Responsibility for the budgetary and finance support function in respect of particular Schools within the Faculty, providing a high level of support and advice to Heads of School, in particular, and liaising with the Finance Office, as appropriate.
- Participation in and representation of Faculty Administration on University and cross-faculty working groups and committees as appropriate.
- Any other duties as may be assigned by the Assistant Faculty Manager and the Faculty Manager, in consultation with relevant stakeholders.

Experience, Skills and Qualifications:

- A strong background in third level administration, preferably within a Faculty context and experience in the management of operations and projects.
- Experience in line management with an ability to motivate and supervise team members.
- Experience of planning and delivering training.
- Excellent interpersonal and communication skills, including strong written and verbal communication skills.
- Strong analytical skills with good attention to detail.
- Possess strong IT skills and demonstrate competency in the use and development of a wide variety of computerised systems and databases.
- Hold a third level degree qualification.
- The post-holder must be flexible and possess an ability to work effectively as part of a wider administrative team.

Applicants must have a minimum of 3 years relevant experience at a Senior Administrative level.

The appointment will be made on a temporary basis of up to 18 months

Salary Scale: €45,452 – €54,611

€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: Friday, 9th January 2015

It is anticipated that interviews will take place in January 2015.

Application Procedure

Informal enquiries in relation to this role should be directed to:

Mr. Ronan Tobin, Faculty Manager, Faculty of Science and Health. Tel: +353 (0)1 700 7513, E-mail: ronan.tobin@dcu.ie

Application forms are available from: <https://www4.dcu.ie/hr/vacancies/internal.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

Applications should be submitted by E-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

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