



Faculty of Humanities and Social Sciences

Senior Administrative Officer (Grade V)

DCU Incorporation Programme

Dublin City University is growing and 2016 will see a significant transformation for the University. The DCU Incorporation Programme is the planned coming together of St. Patrick's College, Drumcondra, Mater Dei Institute of Education and Church of Ireland College of Education with Dublin City University – the New DCU. It will bring together all the Humanities and Social Science disciplines at DCU, St Patrick's College and Mater Dei Institute in an enlarged Faculty of Humanities and Social Sciences.

In planning the development of this enriched Faculty, areas of work will include academic programmes, research, teaching and learning as well as faculty academic and administrative structures.

Overview of the Faculty

Following incorporation, the Faculty of Humanities and Social Sciences will include the schools of Applied Language and Intercultural Studies, Communications, Fiontar agus Scoil na Gaeilge, Law and Government, English, History and Geography and Theology, Philosophy, and Music. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Team.

Function

The Senior Administrative Officer will provide a professional and comprehensive administrative service in support of a range of activities within the Faculty of Humanities and Social Sciences, as part of the Faculty Administration Team.

Relationships

The Senior 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 Faculty Administrative units across the University, the Registry, the Graduate Studies Office, Finance and other central University units on a regular basis.

Duties and Responsibilities

As part of the Faculty Administration Team the post holder will be responsible for providing a professional and comprehensive administrative service in support of a range of activities. The post holder will provide administrative support in a number of specified areas, as determined by the Faculty Manager (or nominee). Due to ongoing developments within the Faculty and across the University, the range of duties and responsibilities of the post holder are subject to change. The range of duties attaching to the post is determined in conjunction with relevant stakeholders including the Executive Dean and the Faculty Manager.

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

- Under the direction of the Faculty Manager, the successful candidate will be responsible for the management of operations attaching to the Faculty Administration Office, including line management, provision and organisation of staff training to ensure the maintenance of high standards of effectiveness and efficiency.
- Responsibility for the budgetary and finance support function in respect of 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.
- Maintenance of oversight in relation to the management of academic programme administration through the planning, design, review, implementation and operation of appropriate systems and processes including programme boards, academic structures, timetabling and examination processes.
- Provision of appropriate high-level administrative support to Faculty Committees and, in conjunction with relevant academic and administrative staff, manage and co-ordinate Faculty-based administrative support and follow-up for Faculty Committees and associated sub-groups and review committees.
- Co-ordination of review and evaluation in relation to the allocation and disbursements of fellowships, scholarships, awards and funds and evaluate processes in relation to same.
- Preparation of advisory documents, reports and policies for the Faculty Board.
- Preparation and submission of items for consideration and approval by University Committees.
- Communication with Faculty and University units regarding approval, recommendation and implementation of policies and procedures.
- Provision of support for strategic Faculty initiatives in close collaboration with key internal and external stakeholders.
- Engagement with a wide range of internal and external units to ensure effective close liaison and a co-ordinated approach in the Faculty's administrative provision and quality initiatives, and streamline processes at the interface between units.
- Representation of the Faculty at University working groups and committees in relation to faculty functions including the development, review and implementation of administrative processes and systems.
- Undertake any other duties that may be assigned by the Faculty Manager (or his / her nominee/s).

Experience, Skills and Qualifications

Applicants must have a primary degree and a proven track record in administration in a complex or large scale organisation, preferably in a higher education environment, with a minimum of three years relevant experience. Knowledge of third level/ University policies and procedures and administration functions would be an advantage. Experience of planning and delivering training is desirable.

The post holder will have:

- Excellent organisational and planning skills in relation to management of operations and projects including ability to meet deadlines, prioritise and multi task.
- Excellent communication and interpersonal skills including ability to motivate and support team members of various grades and responsibilities.
- Excellent written skills and ability to present work clearly and effectively.
- Strong analytical skills with good attention to detail.
- Strong IT skills including proficiency and experience in the use of the Microsoft Suite (particularly Excel), e-mail, and information systems; competency in the application of a wide variety of computerised systems and databases.
- Flexibility and ability to work effectively as part of a wider administrative team.
- Ability to plan and deliver training.

- Ability to contribute to the on-going development, refinement and co-ordination of administrative processes.

Salary Scale: €45,452 - €54,974*

*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant salary scale in line with current Government pay policy.

Closing Date: 5th July 2016

Application Procedure:

Application forms are available from the DCU Current Vacancies (internal Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Tel: +353 (0) 1 700 5149. Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref # 358 Senior Administrative Officer (Grade V)

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: extension: 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer