Background:

The DCU Incorporation Programme is the planned coming together of St. Patrick’s College, Drumcondra, Mater Dei Institute of Education and the Church of Ireland College of Education with Dublin City University. The timeframe for the Incorporation Programme will see all St. Patrick’s College and Mater Dei Institute, 1st year students registered as DCU students in September 2015, with full incorporation (all students across all institutions registered at DCU) in September 2016.

Incorporation Website Project:

To support incoming students for the academic year 2015/16, it is essential that we have an integrated website presence for students of all 4 incorporating institutions. Delivery of a single integrated site requires technical build to support the delivery of shared content from the existing institution sites. This is a project that requires equal input from technical (ISS) and marketing expertise. It will also be driven by and a function of decisions regarding shared technical and software resources across the 4 institutions.

The scope of work includes:

1. The externally facing website that conveys news and information to both internal and external audiences, including both existing and prospective students
2. Feasibility exercise looking at internal areas of the website, areas accessible by log-on or portal access only, where staff and students can engage with content.

It is in the context of this project that a fixed-term role has emerged for a Website Developer/Content Manager to work between Communications & Marketing and ISS departments to manage data gathering and content development and to ensure delivery of the overall project.
The role:

Reporting to the Project Manager, Communications, and liaising with ISS, the post holder will manage the integration of existing content and development of new content and supporting systems in response to the requirements of the 4 institutions. The post holder will be located within the Communications and Marketing Department within DCU.

- Mapping – identify and make recommendations on content, access and other issues that may arise in delivering required website for 2015/16
- Identify key interface points and impacts on timing and delivery with interdependent projects
- Develop a details plan for delivering the website, including systems and training requirements
- Liaise with Educations and HSS work-streams to prepare new and revised content
- Liaise with Change Management & Communications work-stream to develop a plan to inform staff and students of website changes
- Manage Beta Testing phase

Required Qualifications and Experience

The successful candidate will possess:

- A primary degree, preferably in an ICT related field.
- Five years relevant work experience.
- Strong organisational and communication skills.

The successful candidate will have proven experience in process, content management and web technology. The candidate will have experience in adapting to new systems and processes and will be comfortable with assignments that require this. S/he must have working knowledge of Drupal CMS.

In addition, the successful candidate will be effective in analysing and interpreting information to identify key issues when solving problems and in negotiating solutions to multi-faceted problems. Experience in consulting with others and using information from multiple sources to inform decision making on complex issues will be desirable. The ability to plan and manage multiple projects within tight timeframes is an essential requirement.

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

**Salary:** €45,452 - €54,974

€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:** 09 March 2015
Application Procedure
Application forms are available from the DCU Current Vacancies (Open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9 Tel:+353 (0) 1 700 5149.

Applications may be submitted by Email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by Post to the Human Resources Department, Dublin City University, Dublin 9.

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