

DCU Business School

Assistant Faculty Manager Permanent

An innovative and dynamic business school, DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

Relationships

The successful candidate will be responsible, ultimately, to the Dean and will liaise with the Faculty Manager regarding the general management of the faculty administration team. S/he will also work closely with the school's management team, academic programme chairs, lecturers, students and with colleagues in the Registry, faculties and other units on a regular basis.

Function

This post is both managerial and administrative in nature and the post-holder will be expected to make a significant contribution to the attainment of the school's strategic objectives. S/he will directly manage staff in the school's Academic Administration office and will assist the Faculty Manager with a wide range of operational duties.

Duties and Responsibilities:

As this is an important senior role within the school's administration team, the post-holder will be expected to provide leadership in responding to emerging market opportunities and developments. As such, the range of duties and responsibilities of the post holder will be subject to change.

The principal duties and responsibilities of the position may include but are not limited to the following:

- Staff management and development
- The management, planning, design, review, implementation and on-going operation of administrative systems
- Programme management and support including examinations, timetabling, programme boards and academic structures
- Policy development and implementation
- Quality assurance and GDPR
- Preparing reports and providing statistical information
- The coordination of Teaching and Learning activities
- Contributing to the development and enhancement of IT systems and processes
- Coordinating the faculty's non-commercial international activities and programmes
- Assisting the Faculty Manager with facilities management, finance, HR and other operational functions
- Ensuring the optimal use of faculty resources
- Project management
- Ensuring effective liaison between the Business School and other faculties, schools units and committees
- Representing the faculty on university committees and working groups or at external events
- Student recruitment and faculty promotion
- Any other duties which may be assigned from time to time by the Head of School/Unit or his/her nominee

Experience and Qualifications:

Applicants for this post must have a primary degree or above with at least five years relevant experience. Ideally they will have a proven track record of success in managing, or assisting in managing an administrative office function, including staff management duties. They will have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration and academic-related matters.

The ability to work on one's own initiative and manage a broad remit is essential, along with the ability to meet deadlines, prioritise and multi-task. The successful candidate will also have the ability to lead a highly motivated team and experience of managing operations and projects. Experience of undertaking a role of a similar nature in a higher education environment would be advantageous.

Salary Scale: €51,477 - €73,097 per annum (Administrator I)

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy. 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: 17th August 2018

Informal enquiries to: Jonathan Begg, Faculty Manager, DCU Business School,

E-mail: Jonathan.begg@dcu.ie tel: +353 (0)1 700 7499

Application Procedure:

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Applications should be submitted by email to hr.applications@dcu.ie , Fax: +353 (0)1 7005500, or by post to the Human Resources Department, Dublin City University, Dublin 11.

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref#943 Assistant Faculty Manager, DCU Business School

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