



Human Resource Department

Athena SWAN Co-ordinator

**(Administrative Assistant Grade)
(Fixed Term Three Year Contract)**

Background & Role

The Human Resources (HR) Department is a central administrative department responsible for providing a complete Human Resources service to the University. The Department is made up of a number of sections including the Equality, Diversity and Inclusion section.

The overall aim of Equality, Diversity and Inclusion is to deliver on the university's commitment to a culture that is inclusive at all levels and in every system and process, where students, faculty and staff demand the highest standards from each other.

DCU is committed to furthering the agenda of Athena SWAN across the institution building on the work undertaken as part of our Bronze level certification in 2017.

This post will report to the Head of Equality, Diversity and Inclusion and will provide strategic and operational support to the development of the Athena SWAN Charter in DCU.

The purpose of this role is to work across the University and with the Head of Equality, Diversity and Inclusion in implementing the current institutional Gender Equality Action Plan and to set a pathway towards future Athena SWAN applications, both departmental and higher institutional awards.

The post holder should be able to work independently and to exercise sound judgment on complex issues/queries. Liaison and development with key external agencies will be a feature of the work.

Duties and Responsibilities

The following outlines the principle duties and responsibilities of the role;

- In conjunction with the Head of Equality, Diversity and Inclusion co-ordinate DCU's application process for Athena SWAN recertification, accreditation, both departmental and higher institutional awards
- Compile the DCU Athena SWAN recertification 2019 submission for the Institutional Bronze Award

- To act as the key point of contact within DCU on the Athena SWAN process and impacts
- Work with Services and Departments across the University collating specialist information to support all submissions
- Assist with the long term planning for future submissions
- Manage the communications strategy on Athena SWAN agenda via workshops, written communications and online
- Organize workshops and focus groups which can be used to gather information that will provide better understanding of the key challenges and barriers that may exist in terms of promotion or involvement in decision making with the universities.
- Document best practices across the University which support the advancement and promotion of women in the University and include in Athena SWAN action planning.
- Work on the drafting of the Athena SWAN applications at Departmental level supporting the department SAT's
- In conjunction with the Head of Equality, Diversity and Inclusion develop initiatives, events and programs that further Gender Equality across the institution
- To engage with higher education institutions in Ireland to develop a sectoral approach to Athena SWAN as per DCU's commitment to the HEA and Athena SWAN National Committee.
- Liaise with The Equality Challenge Unit on best practice related to the Athena SWAN practice
- Manager data collection and analysis (Qualitative and Quantitative)
- Act as recording secretary to the Athena SWAN Self Assessment Team (SAT)

HR Centre of Excellence for Diversity and Inclusion

- Co-ordinate with the Head of Equality, Diversity and Inclusion on collaborations with the academic community
- Co-ordinate project meetings with industry contacts and academics
- Manage external events including booking venues, catering and communicating events internally via email, webpages, newsletters

Other duties may include

- Assisting with the sharing of work, where necessary between Equality, Diversity and Inclusion and the Human Resources Department
- Any other duty which may be assigned from time to time by the Director of Human Resources and her nominees.

Experience, Skills and Qualifications

Candidates must hold a primary degree and have knowledge of the area of Equality, Diversity and Inclusion. Ideally, candidates will have a proven track record of working in the area of Equality, Diversity and Inclusion and Athena SWAN in an academic environment.

The successful candidate will ideally have project management support experience, excellent administrative, communication, interpersonal and organisational skills and the ability to progress tasks on their own initiative. The successful candidate must also have

excellent IT skills including a high level of proficiency and experience in the use of MS packages (particularly PowerPoint and MS Publisher), Google apps and information systems including (Drupal and Agresso). Confidentiality and discretion to a very high level will be expected by the post holder.

The competencies required for this position are:

Building & Maintaining Relationships

Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU

Key equality, diversity and inclusion partners will include the following:

- a. IUA Equality Network
- b. Equality Challenge Unit
- c. HEA

Knowledge of Processes and IT

Shows a willingness to engage with processes and technology

Demonstrates excellent IT skills

Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing their workload

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience

Salary: €35,321 - €52,791

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

Closing Date: 8th March 2019

Applications forms are available at: <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500 Email: hr.applications@dcu.ie

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

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #1156 Athena SWAN Co-ordinator

Dublin City University is an equal opportunities employer