



Applications are invited from suitably qualified candidates for the following position:

Office Manager (Administrator I)

President's Office

Permanent

This position is open to candidates who meet the following criteria:

Overview of the Role

The Office Manager is a new role that has been established within the President's Office. Reporting to the Director of Planning and Operations, President's Office, the Office Manager will be responsible for the management, planning and delivery of professional services by the President's Office administration team. The successful post-holder will be expected to provide leadership across the range of responsibilities to ensure that administrative processes and resources are managed effectively and delivered to the highest quality standards, in line with the overall strategic objectives of the President's Office.

Personal Qualities

The successful candidate will have excellent communication skills and an ability to develop and maintain effective working relationships with a wide range of stakeholders. S/he will be a highly professional and motivated self-starter, with a strong work ethic. The post holder will have an ability to diagnose problems, identify key issues and produce practical solutions and will be able to respond well to unforeseen challenges and changing work demands. S/he will exercise good judgement when dealing with matters of confidentiality or sensitivity.

Qualifications and Experience

The successful candidate will have the following:

- Bachelor's degree or equivalent required
- A minimum of 5 years' relevant experience and a proven track record of success in managing the performance of an administrative team
- Ability to work on one's own initiative and manage a broad remit in a busy office environment
- Capable of working effectively under pressure and time constraints, with a capacity to prioritise and multi-task

- Excellent interpersonal, communication and organisation skills
- Proven budgetary management experience
- Exceptional organisational, planning and problem solving skills and an ability and confidence to make decisions on a wide range of administrative and operational matters
- Previous experience of working in higher education would be a distinct advantage

Mandatory Training

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Closing date: 20th September 2019

Salary scales: €51,992 - €73,828 p.a (Administrator I)

** Appointments 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*

Informal Enquiries: Informal queries should be addressed to

Name: Ms. Mary Colgan

Email: mary.colgan@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure

To apply for this role, 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 7005149.

Please clearly state the role that you are applying for in your application and email subject line:
#BC0327 Office Manager – President’s Office

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149 Email: Insert hr.applications@dcu.ie