General Information

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU is Ireland’s fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick’s Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

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.

Duties and Responsibilities

The main duties and responsibilities of this role will include, but are not limited to, the following:

- Manage the overall team performance and build on the existing expertise within the President’s Office to ensure consistently high levels of service
- Direct and coordinate the daily operations of the President’s Office, including diary management, travel arrangements, records and archive management, and room bookings
Oversee the secretariat service provided to university committees that are chaired by the President and Deputy President to ensure sufficient cover and continuity of service

- Manage the President’s Office budget, review and approve expenditure invoices and expense claims, prepare regular reports to monitor expenditure and value for money

- Responsible for the accuracy of information and records held on file and for ensuring that all data is held in compliance with GDPR

- Drive the quality assurance agenda of the President’s Office and make recommendations for improved efficiencies and effectiveness, as appropriate, in respect of work processes and schedules

- Support the Director of Planning and Operations in delivering key projects, monitoring progress and providing regular updates and reports as required

- Represent the President’s Office at appropriate meetings and working groups

- Review information requests and correspondence received; prepare reports and written responses, in consultation with colleagues, as appropriate

- Review official documents received by the Office for the President’s signature

- Review and approve annual and flexitime leave on behalf of the President’s Office

- Responsible for the President’s Office Local Safety Statement

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

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.

**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; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie