Overview

Led by the Dean of Graduate Studies, the DCU Graduate Studies Office directs development of all aspects of graduate education in the University. Graduate studies are central to our teaching, learning and research mission. The University hosts approximately 800 research students and over 2,700 taught postgraduate students. Our external engagements with enterprise and wider academia are manifest through activities at graduate level nationally and internationally. Our research profile is significantly contributed to by the work of research students, and our national and international standing is influenced by the perception of our taught postgraduate offerings and experience. Internationalisation of DCU is most advanced at graduate level; this is seen through recruitment of graduate students, pan-European graduate training programmes and international scholarship programmes.

The responsibilities of the Graduate Studies Office include coordinating and facilitating research student support and development, working with Schools and Faculties to develop the University’s policies in relation to best practice in research degrees and in research supervision, coordinating processes and supports relevant to graduate students, representing graduate student interests in decision-making internally and on appropriate external bodies, representing DCU at appropriate national and international fora, implementing inter-institutional initiatives relating to graduate education, administering scholarships and payments for research students and providing orientation, advice and training opportunities for students and staff.

Relationships

The successful candidate will be responsible for and will liaise with the Dean of Graduate Studies regarding the general management of the Graduate Studies Office and the functions attaching thereto.

S/he will also work closely with both external and internal stakeholders. Examples of external interactions which may expand in keeping with University and/or Graduate Studies strategic objectives include: Linked Providers, Joint Collaborative Institutions, Quality in Postgraduate Research coordinators, European University Association-Council for Doctoral Education members, Irish University Association Deans of Graduate Schools members. Internally the successful candidate will work closely with units and members of staff of the University, such as: Academic Affairs, Graduate
Research Studies Board members, Associate Deans for Research, research related Faculty administrative staff, School research management teams and research convenors, Heads of School, and members of academic staff, as well as colleagues in the Registry, Student Support and Development, ISS, Quality Promotion and Institutional Research Office, Chief Operations Office, President’s Office, International Office, Library, and other units on a regular basis. S/he will also work closely with postgraduate researchers either individually or through various groups/forums such as Faculty/University graduate student representatives and societies.

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 Graduate Studies strategic objectives. S/he will directly manage staff in the Graduate Studies Office and will assist the Dean of Graduate Studies with a wide range of operational duties. The candidate will be responsible for providing a highly professional, specialised support function for the Graduate Studies Office, the Dean and others involved in graduate research across the five Faculties of the University.

Duties and Responsibilities

Reporting to the Dean of Graduate Studies, this is an important senior role within the Graduate Studies administration team, where the post-holder will be expected to provide leadership in responding to institutional, sectoral, national and international developments and emerging market opportunities. As such, the range of duties and responsibilities of the post-holder will be subject to change. Many issues will require consultation with the Dean, but will also draw on the administrator’s specialist knowledge. Activities will be planned and executed autonomously to a large extent, requiring contact with colleagues at senior academic and administrative grades. Responsibilities include, but are not limited to, the following:

Supporting the decision-making remit of the Dean and the Graduate Research Studies Board by:

- Monitoring and reporting on national and international policy and research developments relating to doctoral education to ensure DCU strategy, planning, and practice are well informed by this contextual knowledge, and that DCU is well placed to grow its institutional profile in the area of graduate research.
- Researching and drafting new or changed policy, regulations and processes pertaining to graduate research in consultation with the Dean, Faculties, Registry, and other units.
- Drafting and managing collaborative agreements, in consultation with relevant units/institutions.

Providing operational support to the Dean through:

- Leading and managing the Graduate Studies administrative team to ensure delivery of core operational objectives
- Ensuring the continuous professional development of team members
• Managing and reviewing the efficacy of administrative systems, contributing to the development and enhancement of IT systems and related processes
• Preparing and delivering reports and providing statistical information and related analysis
• Maintaining the unit’s risk register.
• Contributing to the development of the unit’s strategy,
• Assuming responsibility for unit quality assurance and GDPR related issues
• Assuming responsibility for doctoral programme management and support including awards, graduate training elements and pathway structures
• Ensuring effective liaison between Graduate Studies and Faculties, Schools, units and committees
• Representing the Graduate Studies Office on University committees and working groups and at external events both nationally and internationally.
• Engaging in Graduate Studies promotional activities
• Any other duties which may be assigned from time to time by the Dean of Graduate Studies

Giving specialist, university-wide support by:

• Supporting research students, supervisors, research convenors, Heads of Schools, Associate Deans for Research and administrative staff across all campuses by providing specialist advice on issues, including those pertaining to complex contexts which can arise in graduate research activities.

Delivering on specialist projects by:

• Planning and implementation of initiatives relevant to graduate research such as those supporting supervising capacity development, quality in professional practice, marketing and recruitment, systems and process developments etc. These initiatives will often address complex challenges.

Experience and Skills Required

Applicants must hold a minimum of a primary degree, and possess at least five years relevant experience, preferably within the Higher Education sector. Ideally the candidate should have a proven track record of success in managing, or assisting in managing, complex operations, including staff management duties. They should 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.

In addition, the following skills and experience would be advantageous:

• Line Management Experience
• Experience and expertise specific to Graduate Research
• Experience of project management
• Data management, reporting and analysis skills.
**Salary scale:** *€51,992 – €73,828 per Annum*

* Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrator 1-Grade VI salary scale, in line with current Government pay policy.

Details of the pay that applies to internal candidates upon promotion can be viewed at [http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf](http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf)

**Closing Date:** 25th July 2019

Informal Enquiries: Dr Joseph Stokes, Dean of Graduate Studies

Email: joseph.t.stokes@dcu.ie or Tel.+353 (0)1 700 8720

**Application Procedure:**

Application forms are available from: [https://www.dcu.ie/hr/vacancies/internal.shtml](https://www.dcu.ie/hr/vacancies/internal.shtml) and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Email: hr.applications@dcu.ie

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 1 700 5500 or by 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 #BC0407** Administrator I- Graduate Studies Office