



**DCU Institute of Education**  
**Senior Administrative Officer (Grade V)**  
**Permanent**

**General**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a state-of-the-art purpose-built facility on the DCU St Patrick's Campus in Drumcondra. Established in 2016 as Ireland's first university Faculty of Education, it has a staff of more than 130 full-time academics and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post primary and further and higher education and offers a rich menu of taught and research-based post-graduate programmes, at doctoral, masters, diploma and certificate levels.

**Senior Administrative Officer**

The Institute is seeking to recruit a Senior Administrative Officer. This position is located within the Faculty Office and is a key operations management and administrative leadership role. Reporting is to the Faculty Manager or nominee. The post holder will lead the team providing administrative support to the six faculty schools and two Denominational Centres. S/he will take primary responsibility for the Faculty Office HR function and will also support the Faculty Manager on financial and accounts management. S/he will also be assigned discrete Faculty projects.

**Duties and Responsibilities**

The duties attached to this post include, but are not limited to, the following:

1. Line manage and develop the faculty School Support team
2. Oversee provision of efficient and comprehensive administrative services to Faculty Schools and Centres
3. Deliver the Faculty Office HR administrative function
4. Support the Faculty Manager on budget development and financial management and act as first point of contact for budget holders
5. Work collaboratively with key stakeholders, including Heads of Schools, to identify and deliver quality enhancements

6. Contribute to the Faculty administration management team
7. Undertake any other duties as may be assigned by the Faculty Manager or nominee.

Due to on-going developments within the Faculty and the University at large, the range of duties and responsibilities of the post holder will be subject to change.

### **Person Specification**

The successful candidate must hold a primary degree, with a minimum of 3 years relevant experience. Applicants must have a proven track record in administration in a complex or large-scale organisation over a number of years. Applicants must possess strong IT, problem solving skills and admin process design and improvement skills. Excellent interpersonal, communication and organisational skills are essential. The candidate should have the ability and confidence to make decisions on a wide range of administration-related matters. S/He should be able to demonstrate their potential in relation to motivating and developing a team. Experience in line management of staff is desirable.

The successful candidate should be able to demonstrate:

1. excellent problem-solving abilities and a capacity for proactive thinking and planning
2. the potential to lead and develop a team
3. competence in use of complex IT systems
4. excellent interpersonal, communication and writing skills
5. a positive work ethic, outlook and a demonstrable commitment to high quality in their work
6. the ability to work independently as well as part of a team
7. strong quantitative reasoning skills

### **Salary scale €47,386 -€57,099 \* per annum (Grade V)**

\*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Grade V scale, in line with current Government pay policy.

### **Informal enquiries**

Informal enquiries may be addressed to [Maeve.Fitzpatrick@dcu.ie](mailto:Maeve.Fitzpatrick@dcu.ie) Please do not send applications to this email address, instead apply as described below.

**Closing Date: Thursday 25<sup>th</sup> July 2019**

### **Application Procedure**

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) 1 700 5149

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Please clearly state the role you are applying for in your application and email subject line:

**Job Ref #: BC0420A Senior Administrative Officer (Grade V)**

**Dublin City University is an equal opportunities employer**