Applications are invited from suitably qualified staff for the following position

Faculty of Engineering and Computing
Senior Administrative Officer
Grade V
3 Year Fixed Term Contract

Introduction
Dublin City University (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. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland’s University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU’s consistent position in the rankings of the world’s top young universities.

The Faculty of Engineering & Computing is made up of the School of Electronic Engineering, School of Mechanical & Manufacturing Engineering and the School of Computing; each is managed by a Head of School. The Executive Dean is the Chief Executive Officer. The Faculty is administered through the Professional Support Unit for which the Faculty Manager has overall management responsibility.

Role Profile
The Senior Administrative Officer will undertake a role within the Faculty in the context of provision of administrative support. The current role will be deployed in the area of operational excellence within the Schools. The successful candidate will be responsible for the management of the School’s operational activities in line with the Faculty’s internationalisation, research and teaching and learning strategies. The post holder will work in collaboration with the Faculty Manager to support the Heads of School in achieving operational excellence. The Senior Administrative Officer (SAO) reports to the Faculty Manager/nominee.
Duties and Responsibilities
Please refer to the job description for a full list of duties and responsibilities associated with this role.

Experience and Qualifications
Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years relevant experience.

In addition, the successful candidate will have:
Have a proven track record of success in administration management, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration related matters. They will also possess the following:

- Strong quantitative reasoning skills
- Competence in the use of complex IT systems
- Capacity for proactive thinking and planning
- Excellent writing skills
- Excellent interpersonal and communication skills applicable across students and staff in all roles
- A positive work ethic and outlook
- Good problem-solving and project management abilities
- The ability to work independently as well as part of a team
- Demonstrable commitment to high quality in their work.

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.

Salary Scale:
Senior Administrative Assistant – (Grade V) €48,215 - €58,098
*Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 22nd May 2020

Informal Enquiries in relation to this role should be directed to:
Ms. Michele Pringle, Faculty Manager, Faculty of Engineering & Computing, Dublin City University.
Phone + 353 (0)1 7008181 Email: Michele.pringle@dcu.ie
Please do not send applications to this email address, instead apply as described below.

Application Procedure:
Application forms are available from the DCU Current Vacancies website at http://www.dcu.ie/hr/vacancies/index.shtml

Applications should be submitted by e-mail to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref: #BC1114a Senior Administrative Officer – Faculty of Engineering and Computing

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.