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 assistance. 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 assist the Heads of School in achieving operational excellence. The Senior Administrative Officer (SAO) reports to the Faculty Manager/nominee.
**Duties and Responsibilities**

The Senior Administrative Officer in the School Operations team will be involved with the following areas of activity that are integral to the School’s successful operation. Their work with the Head will deliver excellent administrative assistance for the Schools in line with the Faculty strategic priorities and university policies. The duties and responsibilities of the post include, but are not limited to the following:

The role aims to assist the Head of School in the following important actions:

- Responsible for project management, delivery of key initiatives, reporting on scheduling, milestones met, risks etc. on behalf of the Head of School.
- Work with Head on the annual planning processes ie: student projections, pay and non pay projections.
- Draft the work allocation for review and finalisation by the Head of School, produce information for academic colleagues (in line with the workload allocation policy) and liaising with timetablers commencing the Faculty’s timetabling process.
- The Senior Administrative Officer is responsible for providing professional assistance to Head in partnership with teaching staff in preparing documentation for Faculty and university committees for new initiatives and related to quality assurance of remote delivery of programmes and reports to external stakeholders. They will also be responsible for the provision of reports around progression and completion rates.
- Planning and implementing the processes for reviews including Periodic Programme Reviews, Accreditations and Quality Reviews, initiating meetings through to managing the documentation and assisting the Head in responding to feedback arising from the review processes (e.g. changes to structures).
- Managing the workflow of Examination papers and script marking on behalf of the Head of School to include moderating and quality control around the local process in the School. This will include the management and payment for Examination Script marking amongst members of the School academic staff.
- The Senior Administrative Officer will be responsible for administration of the recruitment of temporary/casual staff (to include organising advertising, interviews, assisting head in allocation of workload, management of training and ensure a timely process around payments).
- The Senior Administrative Officer, on behalf of the Head of School will work with the Research Administrator in mapping of teaching activities onto the research staff career path, and ensuring that researchers who work within the guidelines of the Research Career framework are credited and assisted accordingly.
- Attend University related meetings on behalf of the Head of School in the areas such as Health and Safety, GDPR etc. and ensure meeting outcomes are disseminated through local committee structures.
• Escalate outcomes of School meetings that require Faculty level decisions.
• Assist the Head of School in Internationalisation, income generation and external engagement activities.
• Responsible for maintaining of the School website and ensuring that it is up to date and meeting the University’s branding guidelines
• Acts as the School’s Health & Safety information point by maintaining an up to date School health and safety policy statement.
• Managing administrative aspects of School business and assisting the Head of School in meeting the objectives as set out in the Faculty’s Strategic plan and in turn the University’s Strategic Plan.

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 post holder 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 appropriate.