Applications are invited from suitably qualified candidates for the following position:

Role Title: Deputy Director of Registry  
Department: Registry  
Role type: Permanent

Introduction

Dublin City University (www.dcu.ie) is a dynamic and innovative institution that is distinguished by both the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Excellence in education and research activities has led to DCU’s consistent ranking among the world’s young universities. DCU is Ireland’s fastest growing university, and now hosts more than 17,000 students across its three academic campuses: (DCU Glasnevin Campus, DCU St Patrick’s Campus and DCU All Hallows campus).

DCU Registry

The Registry is a busy and dynamic office environment with responsibility for the management and delivery of academic administration services to the University community. The primary areas of responsibility include student admission and enrolment; curriculum and student records; University examinations and graduations. The University’s room booking function also forms part of Registry services. Registry operates two Information Services Desks for students; one at the Glasnevin campus and one at the St Patrick’s campus. Registry is currently structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry. Full details on the organisational structure of the Registry, including its responsibilities, can be found at http://www.dcu.ie/registry/index.shtml.

Role Profile

The Deputy Director of Registry is accountable for the overall management of operational activities, process improvements and developments. The post holder must ensure consistent practices and processes across all Registry functions while working closely with senior Registry colleagues, faculties and other central units in the delivery of an integrated service which demonstrates operational excellence. In addition, the post holder will lead the implementation of a number of Registry strategic initiatives. The Deputy Director of Registry reports to the Director of Registry.

Qualifications and Experience

This position is open to candidates who meet the following criteria:

- A primary degree or equivalent. A relevant post-graduate qualification is highly desirable.
• A minimum of 10 years professional experience, with at least five years’ experience at management level, ideally in higher education environment. Direct experience in the management of admissions, registration or examinations in higher education is highly desirable.

• Proven ability to manage multiple complex operations and to lead a large diverse team.

• Significant experience in the implementation and management of organisational and operational change.

• Practical experience establishing strong collaborative working relationships at various levels in a complex organisation and evidence of a flexible and adaptable approach when responding to stakeholder needs.

• Experience working at a senior level in the areas of recruitment, talent management and budget management.

• Strong prioritisation skills, with the ability to manage multiple priorities with competing deadlines.

• Excellent analytical skills and attention to detail combined with the skill to communicate information accurately and effectively.

Mandatory Training
The post holder will be required to undertake the following mandatory compliance training: Orientation, GDPR and Compliance. Other training may need to be undertaken when required.

Competencies
Strategic Leadership skills
People management experience
Relationship Management
Communication/ Influencing skills

Salary Scale: €80,760 - €105,621 (Administrator III)

Closing date: 31st January 2020

Informal Enquiries in relation to this role should be directed to:

Ms. Phylomena McMorrow
Director of Registry, Registry, Dublin City University.

Phone + 353 (0)1 7005334 Email: phylomena.mcmorrow@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 (internal Competitions) website at http://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department Tel: +353 (0) 1 7005149.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC2019, Deputy Director of Registry.

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.