



**Dublin City University**  
**Human Resource Department**  
**Diversity and Inclusion**  
**Administrative Assistant (Grade IV)**  
**(Two Year Fixed Term Contract)**

The Human Resources (HR) Department is a central administrative department responsible for providing a complete Human Resources service to the University. The Department is made up of a number of sections including the Diversity and Inclusion section.

The overall aim of Diversity and Inclusion is to deliver on the university's commitment to a culture that is inclusive at all levels and in every system and process, where students, faculty and staff demand the highest standards from each other. Through our commitment to equality, diversity and inclusion, we will create a workplace that embraces and celebrates our visible and invisible differences.

The successful candidate will be responsible for the provision of a professional and comprehensive administrative service, including project management support for range of activities for Diversity and Inclusion (D&I), in particular, and HR, in general.

The following outlines the principle duties of the Administrative Assistant (Grade IV) in the **Diversity and Inclusion Section** of HR:

**Main Duties and Responsibilities**

- Manage events both internal and external to the University. This includes making arrangement with speakers, assisting in the publicising the event as well as in administering the budget for the event(s).
- Providing administrative support and where appropriate acting as secretary to a number of committees and working groups including liaising with committee members, preparing the agenda, the taking of minutes and preparing draft minutes.
- Build and maintain relationships with schools and units and liaising regularly to facilitate the smooth running of D&I function

- Manage Calendar/schedule of events, committee meeting, and arrange meetings with external bodies.
- Design and update of D & I and related HR webpages and social media as directed by the Head of D&I. Liaising with other departments, including ISS and the Communications Office re webpage design and content.
- Setting up relevant databases and record systems.
- Diary management on behalf of the Head of Diversity & Inclusion
- Monitor and review the uptake of events and anticipate any issues with the roll out of planned events
- Maintenance of accounts, checking invoices, processing orders for equipment and supplies in accordance with Purchasing Procedures and Agresso, checking on delivery dates and maintenance contracts, numerical work including the preparation of statistical material.

Providing administrative support to the Head of Diversity and Inclusion and her nominees on a number of initiatives and projects including but not exclusively:

#### **Athena SWAN**

- Provide project management support to the Head of Diversity and Inclusion in delivering on commitments included in the *Athena SWAN* project
- Assisting the Head of D&I on reporting and communication of project plans and their implementation
- Assisting with the department level Athena SWAN certifications with the awarding body and ensuring smooth communication, deadlines being met and all stakeholders being kept informed of progress

#### ***Women in Leadership***

- Support the Head of Diversity and Inclusion in the planning and organisation of the Women in Leadership Lecture series. This includes liaising with speakers, booking venues, making arrangements with catering for lunches or other special events.
- Communicate the Women in Leadership lecture series effectively via email, webpages, publications and newsletters using a variety of MS packages
- Co-ordinate preparation and production of the Women in Leadership Annual Report

#### **HR Centre of Excellence for Diversity and Inclusion**

- Provide project management support to the Head of Diversity and Inclusion in establishing the Centre of Excellence
- Co-ordinate with the Head of Diversity & Inclusion the PM toolkit with the academic community

- Organise meetings with industry contacts and academics
- Manage external events including booking venues, catering and communicating events internally via email, webpages, newsletters

#### **Other duties may include**

- Assisting with the sharing of work, where necessary between D&I, the Learning and Development section and the rest of the Human Resources Department
- Any other duty which may be assigned from time to time by the Director of Human Resources and her nominees.

The above attempts to outline in a broad way the range of duties associated with an Administrative Assistant (Grade IV) post in HR. While not being exhaustive it does attempt to indicate the range and level of duties associated with an Administrative Assistant (Grade IV) post within the Human Resources Department.

#### **Experience, Skills and Qualifications**

Candidates must hold a degree or equivalent, and ideally have knowledge of the field of Diversity and Inclusion and a proven track record of working in this area. The successful candidate must have project management experience, excellent administrative, communication, interpersonal and organisational skills and the ability to progress tasks on their own initiative. The successful candidate must also have excellent IT skills including a high level of proficiency and experience in the use of MS packages (particularly Powerpoint and MS publisher), Google apps and information systems including (Drupal and Agresso). Confidentiality and discretion to a very high level will be expected by the postholder.

The competencies required for this position are:

#### **Building & Maintaining Relationships**

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

## **Excellent IT Skills**

Demonstrates excellent IT skills. This includes an excellent knowledge and application of MS packages, Google apps and IT systems including Drupal and Agresso.

## **Personal Effectiveness**

Continuously strives to learn how things are done, why they are done that way and how their role impacts on everything. Is effective in planning and managing their workload.

## **Communication**

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

**Salary scale:                    €34,625 - €51,750**

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrative Assistant (Grade IV) salary scale in line with current Government pay policy.

**Closing Date:                    7<sup>th</sup> December 2017**

**Applications forms are available at:** <http://www4.dcu.ie/hr/vacancies/current.shtml> (Open Competitions) and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref # 716 Diversity and Inclusion Administrative Assistant (Grade IV)**

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

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