



Estates Office
Administrative Officer (Grade IV)
Permanent Contract

Background

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

The Estates Office is responsible for the management of the University's physical assets and the provision of facilities services in a multi-campus environment. There is a requirement for an Administrative Officer to support the Senior Administrator to oversee the day to day management of two key areas within the Estates Office. Firstly to provide financial support on all budget related tasks and systems and secondly to provide day to day support across all administration related duties. The post holder will provide a professional and comprehensive finance and administrative service in support of a range of Departmental activities and as part of the administrative team.

The successful candidate will provide comprehensive administrative support in a number of specified areas. S/He will be assigned duties as needs dictate by ongoing developments across the Estates Office and University. The role involves the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with financial systems and to simultaneously progress multiple processes and reports.

While this position is primarily based on the Glasnevin campus it is envisaged the post holder will be required to provide services at any of the University campuses including travel between campuses to carry out duties and training from time to time as the need arises.

Reporting to the Head of Estates or nominee the Administrative Officer will liaise closely with Estates Office staff, University stakeholders and with colleagues in central units across the University.

Duties and Responsibilities

The main duties and responsibilities of this role will include but not be limited to the following activities:

- Provide administrative support across all Estates Office activities, including Helpdesk and general office support
- Provide general administrative support across the administration team as and when required
- Input into and management of the Estates Office web page content and update on a regular basis
- Assist the administration team with the processing of annual purchase orders in the areas of Utilities and Facilities
- Support the Senior Administrator in departmental finance monitoring and reporting
- Carry out day to day processing of financial tasks on the University Agresso system relating to the processing of requisitions, sales orders, invoices, meeting payment deadlines etc.
- Oversee the processing of annual leave records and review existing process
- Preparation of annual recharges, reports and processing of relevant information
- Liaise with Estates Office managers and Finance Office to ensure financial information, PO's and payments are up to date at all times
- Assist in the processing of purchase orders, including following up on financial issues relating to invoicing and payments associated with project works carried out by the Estates Office
- Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive as it is envisaged additional responsibilities will be added to the role as the University develops into the future. Other duties will be assigned according to the needs of the Estates office and University.

Requirements/Qualifications

Applicants should have a primary degree; in addition it is desirable that the candidate have:

- A minimum of three years relevant work experience and have a proven track record in administrative support including finance administration in a complex or large-scale organisation, preferably in a higher education environment.
- S/He should be well organised, able to co-ordinate and progress the tasks associated with the post on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes.
- S/He will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, have excellent written, communication and interpersonal skills.
- Experience in the use of DCU systems such as Agresso, CORE would be desirable.

The competencies required for this post are as follows:

1. **Building & Maintaining Relationships.** Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.
2. **Problem solving and Decision Making.** Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.
3. **Communication.** Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress day to day work tasks effectively.
4. **Team work.** Works alongside others in a supportive manner to complete day to day activities and respects and acknowledges the diverse view and efforts of others while showing an openness and willingness to new ideas and way of working. Understands how individual work objectives fit into team goals and has the flexibility to adapt to an ever evolving environment.

Salary Scale: *€34,971 - €52,268

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

Closing date: 6th February 2018

Informal Enquiries:

Informal enquiries may be addressed to Ms. Coreen Malone. Phone: 01-7005343.

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 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref#773 Estates Administrative Officer.

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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