



DCU Institute of Education
Executive Assistant (Grade IV)
Permanent

Introduction

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Overview of the role

The post-holder will be primarily responsible for the provision of professional executive support to the Executive Dean. He/she will also be allocated duties related to supporting the Deputy Dean. He/she will provide the secretariat to the Faculty Management Board and other faculty management groups and will support faculty social media and communications initiatives. Duties also include events management and purchasing administration.

The person appointed will report to the Executive Dean or nominee.

Duties and Responsibilities

1. Management of the Office of the Executive Dean
Scheduling and diary management of internal and external meetings; the latter includes liaising with government and ministerial offices, private/commercial bodies, national and international organisations, networks and agencies, and handling high volume of requests from schools and from researchers in other Higher Education Institutions.
2. Appropriately managing queries to the Office of the Dean and Deputy Dean of Faculty: to include screening of phone calls, enquiries and requests and management of the Executive Dean's email inbox.

3. Supporting social media and communication initiatives, in particular the Institute Blog: this entails generating routine text, publishing updates, tracking posts through the CMS and arranging clearance.
4. Events Management: leading/supporting the organisation of Institute of Education events, including launches and conferences.
5. Providing the secretariat to the Faculty Management Board and other faculty groups: to include scheduling meetings, compiling and arranging for the clearance of documentation, finalising the agenda, minute taking, and issuing and tracking actions.
6. Routine administrative duties to include:
 - management of post, drafting of emails, letters and other correspondence;
 - managing complex travel and accommodation arrangements including detailed itineraries;
 - managing the office filing and records systems;
 - abstracting and analysing data to facilitate the drafting of such documents, reports and recommendations as may be required from time to time;
 - organising meetings and seminars and events as the situation requires;
 - liaising with and supporting as necessary, other staff in the Institute in relation to faculty activities;
 - processing expenses and purchase order administration on a range of faculty accounts;
 - other duties/ ad hoc projects as may be assigned from time to time.

Person Specification

Applicants for this post must hold a degree or equivalent, and have a proven track record in providing professional executive support in a complex or large-scale organisation. S/he should be well organised, able to co-ordinate and progress the tasks associated with the post on his/her 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, and have excellent written, communication and interpersonal skills.

The ideal candidate will have a minimum of 5 years relevant work experience. Applicants should show considerable attention to detail, be a self-starter with a service oriented outlook and have exceptional organisational skills. Confidentiality and discretion are expected.

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. Personal Effectiveness/Excellence
Effective in planning, organising and managing their workload. Effective time management skills, the ability to multi-task and prioritise in a busy deadline-driven work environment.

3. 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.

4. 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 appropriately and effectively with a range of stakeholders.

Salary scale: €35,321 - €52,791* (Admin Assistant Grade IV)

*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Admin Assistant Grade IV scale, in line with current Government pay policy.

Closing Date: 03rd December 2018

Informal enquiries

Informal enquiries may be addressed to Maeve.Fitzpatrick@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 (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) 1 700 5149.

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

Please clearly state the role you are applying for in your application and email subject line:

Job Ref #1051: Executive Assistant (Grade IV)

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