

DCU BUSINESS SCHOOL

Faculty Manager

Permanent Contract

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. Excellence in its education and research activities has led to DCU's consistent presence in the rankings of the world's top young universities.

DCU Business School is a dynamic school whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused school which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

Position

This is an important senior role within DCU Business School and is critical to the effective delivery of the School's mission and strategic goals across all activities, including teaching, research and industry engagement. Reporting to the Executive Dean of DCU Business School, the successful candidate will have responsibility for the leadership, management and co-ordination of all aspects of administration within DCU Business School and he/she will be a member of the School's Management Board and Management Team.

Key Responsibilities and Duties

The duties and responsibilities of the post will include the following:

- Assume responsibility for the operational management of the School across all areas of activity (teaching, research, industry engagement, etc), thereby contributing to, and facilitating, the achievement of the School's mission and strategy.
- Develop, manage and assume responsibility for the day-to-day budgetary management and financial control within the School and to work collaboratively with the Executive Dean on strategic financial matters.
- Develop, manage and co-ordinate relevant aspects of the HR function within the School, liaising with HR, Finance, Budget Committee and other central units, as appropriate.
- In consultation with the Executive Dean, assume responsibility for the recruitment, selection and career development of administrative staff within the School.
- Co-ordinate administrative support to the Executive Dean to enable her/him lead the School efficiently and effectively.
- Develop, co-ordinate and drive School-wide processes and procedures for the assurance of academic quality and the efficient and effective operation of the School's teaching and learning activities. This includes making a significant contribution to processes and projects concerning the School's global and professional accreditations.
- Ensure School-wide consistency and efficiency in the operation of taught and research programmes, taking responsibility for the overall scheduling, convening and follow up activities of School's Teaching and Learning and Research Committees and other related committees and working groups.
- Working with other units in the University (especially Registry and Graduate Studies Office) develop, implement and monitor processes and procedures to support the wide range of academic activities carried out within the School including admissions, induction, transfers, appeals, work placement, the examination processes, etc.
- In conjunction with other members of the School's Management Team, develop, manage and coordinate mechanisms to support the research activities of academics and research centres within the School.
- In conjunction with other members of the School's Management Team, to develop, manage and coordinate mechanisms to support the engagement activities of the School (industry, engagement, engagement with policy makers, wider society etc).
- Represent the Executive Dean on University committees and working groups and at external events, as appropriate.
- Liaise with other units within the University including President's Office, Chief Operations Officer's Office, HR, Finance, Registry, Estates, Information Systems and Services, RIS, External Affairs, and the Library.
- Any other duties or responsibilities as may be assigned by the Executive Dean.

Person Specification

Candidates for this senior role must have an honours degree (level 8) and preferably be qualified to postgraduate level. S/he must demonstrate a track record (at least five years relevant experience) of success in administration leadership and management and s/he must possess significant line management experience. S/he must be capable of exercising judgement and making sound decisions on a wide range of administrative and academic matters. Excellent leadership, management, organisational, communication and interpersonal skills are essential.

Salary Scale: €55,884 - €88,950 per annum (Administrator II)

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

Closing Date: 16th May 2018

Informal enquires: Informal enquiries should be directed to the Office of the Executive Dean, DCU Business School: Ea2Businessdean@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 7005149.

Please clearly state the role that you are applying for in your application and email subject line: **#865**

Faculty Manager, DCUBS

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

Dublin City University is an equal opportunities employer