



Dublin City University
Faculty of Science & Health
FACULTY MANAGER
(PERMANENT CONTRACT)

Overview of the Role

DCU is currently recruiting for the position of Faculty Manager in the Faculty of Science and Health. The Faculty Manager will report to the Executive Dean of the Faculty and have responsibility for the management and co-ordination of all aspects of Faculty administration.

The successful candidate will be expected to provide high-level administrative support across a wide range of academic and other activities within the Faculty. This will include supporting and coordinating the development of processes and procedures critical to the assurance of academic quality, efficiency and effectiveness in the operation of the Faculty's activities.

Key Responsibilities and Duties

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

- Assume responsibility for the operation of the Faculty across academic and administrative areas. This will include the management of resources within the Faculty in order to utilise them to best effect
- Develop, manage and assume responsibility for the areas of budgetary management and financial control
- Develop, manage and co-ordinate relevant aspects of the of HR function within the Faculty, liaising with HR, Finance, Budget Committee and other central units, as appropriate
- Assume overall responsibility for the recruitment, selection and career development of administrative staff within the Faculty
- Co-ordinate administrative support to the Dean in support of the management of academic programmes
- Working with other units, especially the Registry, develop, implement and monitor processes and procedures to support the wide range of academic activities carried out within the Faculty including admissions, induction, transfers, appeals, work placement and the examination process
- Develop, co-ordinate and drive the Faculty-wide processes and procedures for the assurance of academic quality and an efficient and effective operation of the Faculty's activities
- Ensure Faculty-wide consistency and efficiency in the operation of programmes, taking responsibility for the overall scheduling, convening and follow up activities of School Teaching Meetings and related committees
- Co-ordinate the marketing and promotion of taught programmes and, where relevant, research activities, on a Faculty-wide basis in order to maximise their impact and cost-effectiveness and to minimise duplication of effort
- Develop and implement mechanisms to support academic Faculty in their research and teaching activities
- Represent the Dean at committees, working groups and events as appropriate

- Liaise with other units within the University including HR, Finance, Registry, Estates, Information Systems and Services, President's Office, Chief Operations Officer's Office 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 and preferably be qualified to postgraduate level. S/he must possess a proven track record (five years plus relevant experience) of success in administration management within the higher education sector and possess significant line management experience. S/he must be capable of exercising judgement and making decisions on a wide range of administrative and academic matters. Excellent organisational, communication and management skills are essential.

Salary scale: €54,331- €83,023 per annum (Administrator II – Grade VII)
**Appointment will be commensurate with qualifications and experience*

Closing Date: 27th January 2017

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149.

Please clearly state the role you are applying for in your application and email subject line: Job Ref #443 Faculty Manager

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 note that internal staff must have successfully completed their probationary period.

Informal Enquiries to:

Professor Colette McDonagh, Interim Executive Dean, Faculty of Science & Health
Email: colette.mcdonagh@dcu.ie.

Dublin City University is an equal opportunities employee