



**Head of Access
(Administrator I)
Permanent**

Student Support & Development (SS&D) provides personal and professional development support to students at DCU and is a busy and diverse Unit which includes the Student Advice Centre, Counselling & Personal Development, the INTRA work placement office, Student Learning, the Student Health Centre, the Disability & Learning Support Office, the Careers Office, the Access Office and Chaplaincy. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

We are currently seeking a Head of Unit for the Access Service, a Unit within SS&D which provides a programme of support for students from socio-economically disadvantaged backgrounds, to assist them entering and successfully progressing through third level education. The Service provides a comprehensive programme of outreach, along with tailor-made academic, personal and professional support for Access students when they enter the University. Colleagues in Access participate in National Forums and Working Groups and ensure that the University is kept abreast of any developments in the external environment in the area of equal access.

This role reports directly into the Director of SS&D.

Further information about the Access Service can be found at <http://www.dcu.ie/access/index.shtml>.

Duties and Responsibilities:

Management / Strategy Development:

- Provide strategic leadership for the Office, in line with the National Access Plan and DCU Strategy
- Have overall responsibility for the management of the Office and its staff, ensuring that a professional, efficient and effective service is provided to students and staff
- Manage the budget effectively
- Review, and continue to develop, the suite of Access activities, in line with the strategic requirements of the University
- Monitor, evaluate and report on the activities of the Access Office initiatives in quantitative and qualitative terms
- Attend and actively contribute to SS&D developments, in collaboration with the other Heads of Unit
- Work closely with other relevant areas in DCU to ensure congruence with and further development of the 'widening participation' agenda in DCU

Representation / Liaison

- Represent the University, as required, on relevant Committees and Bodies, both internal and external
- Build and further enhance relationships with DCU's network of external organisations and key stakeholders
- Work collaboratively with Schools, Faculties, the Educational Trust and student service providers
- Actively pursue and engage in proposals for funding opportunities provided by the HEA and other authorities, both public and private

Development of Resources / Provision of Services:

- Use technology and other relevant mechanisms to increase efficiencies and improve the services provided to students and relevant partners in the community
- Review the current resources and activities offered to students, both pre- and post-entry, with a view to ensuring they are meeting the needs of the changing student population and DCU Strategic Plan
- Continue to explore and develop cross-university collaboration with relevant Schools and Units
- Actively pursue external funding opportunities with a view to improving and expanding the opportunities for equal access
- Carry out any other duty that may be assigned from time to time by the Director in line with service requirements and university developments

The role may change in line with university requirements and developments in the external environment. The successful candidate will be expected to show flexibility with regard to the development of the role.

Essential

- Primary degree and relevant postgraduate degree
- Relevant management experience at an appropriate level in particular a proven record of successfully managing a busy service unit
- A proven record of working collaboratively and innovatively in a high-performance, results-driven organisation
- A record of working with external stakeholders in equal access, especially government bodies and national organisations
- Proven Project Management skills
- Experience managing budgets and working with data for analysis' purposes

Desirable

- A minimum of 5 years' experience working in a third level environment with socio-economically disadvantaged students

The suitable candidate will have:

- Excellent managerial and organisational skills
- A proven ability to motivate and lead teams
- A track record in cross-disciplinary project management
- Strong presentation and communication skills

- A high level of IT competence
- Excellent numerical and analytical skills

Salary scale: €51,477 - €73,097

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

Closing Date: 14th June, 2018.

Informal Enquiries: Informal enquiries may be addressed to Dr. Claire Bohan, Student Support and Development, Dublin City University, Dublin 9. Email: Claire.bohan@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:

Ref: #903 Head of Access (Administrator I)

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, DCU Glasnevin Campus, Dublin 9, Ireland, D09W6Y4.

Dublin City University is an equal opportunities employer