



Faculty of Humanities & Social Sciences
Assistant Faculty Manager – 1 Post(Academic Affairs)
Assistant Faculty Manager – 1 Post (Operations)
(Permanent Contracts)

Overview of the Faculty

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar & Scoil na Gaeilge; the School of Law and Government; the School of History & Geography; the School of Theology, Philosophy, and Music as well as research institutes including the Institute of Ethics, the Ireland India Institute and the Institute for International Conflict Resolution & Reconstruction. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Functions

The post holders will play a leading administrative role in the Faculty. They will be responsible for the efficient and effective management and co-ordination of the administrative function attaching to the Faculty, together with the development and implementation of appropriate IT systems to support that function. The post holders report to the Faculty Manager. While initially the role will be divided between Assistant Faculty Manager (Academic Affairs) and Assistant Faculty Manager (Operations), the division of responsibilities could change over time.

Duties and responsibilities

The Assistant Faculty Manager posts within the Faculty will be associated with the following areas of activity that are integral to the Faculty's successful operation: management of a range of academic-related administrative functions, line management (including recruitment, training and development) of administrative staff responsible for those functions, financial and human resource management, IT/systems development and implementation, project management, and the provision of high level secretariat support in respect of Executive Faculty Committees. The post holders will be assigned duties in respect of a number of these areas as Faculty needs dictate. The range of duties attaching to the posts of Assistant Faculty Manager is determined in conjunction with relevant stakeholders. Due to ongoing developments within the Faculty and the University at large, the range of duties and responsibilities attaching to the posts will be subject to change.

The duties and responsibilities attaching to the posts include but are not limited to the following:

- Line manage a range of administrative staff, providing administrative leadership, setting and maintaining high standards of effectiveness and efficiency.
- Provide appropriate, high-level administrative support to one or more Executive Faculty Committees and, in conjunction with relevant academic and administrative staff, manage and co-ordinate Faculty based administrative support in respect of activities attaching thereto, liaising with central offices as appropriate.
- Provide finance and HR management support to particular Schools within the Faculty, providing a high level of support and advice to Heads of School, in particular, and liaising with the Finance and HR Offices, as appropriate, in this regard.
- Contribute significantly to the Faculty administration management team and to the on-going enhancement and development of the Faculty administration framework.
- Develop and maintain a high level of awareness of and familiarity with policy and other developments within the HE and other sectors, in so far as these impact upon the Faculty and University, and Faculty administration, in particular.



- Assume responsibility for systems (student record system, purchasing, timetabling software, etc.) improvements and developments within the Faculty, ensuring the effective use of technology to maximise operational benefits and efficiencies, liaising with ISS, Registry and other units within and outside the university, as required.
- Assume responsibility for the provision of high level administrative and systems development support to new developments and projects (programme related, research related, commercial and otherwise) within the Faculty, managing related projects as directed by the Faculty Manager or nominee.
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity processes within Faculty and of data maintained by the Faculty and/or provided by the Faculty to central offices, liaising with those offices as appropriate.
- Represent the Faculty, as necessary, in various fora, both within and outside the Faculty and University.
- Undertake any other duties as may be assigned by the Faculty Manager or the Executive Dean.

Experience, Skills and Qualifications

The successful candidates must have a higher education qualification, ideally at post graduate level. They must have a proven track record of success in administration, with a minimum of three years' experience, at the appropriate level, in a university setting. They will have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration and academic-related matters.

The successful candidates for both roles will have:

- Experience of line management including motivation of team members and appreciation of the wider issues associated with team building and staff development.
- A proven track record of building and developing effective working relationships.
- Strong leadership and influencing skills.
- Expertise in managing large, multi-dimensional programmes or projects.
- Excellent organisational skills and ability to prioritise a wide range of tasks.
- Track record of performance in a postgraduate level educational environment.
- Familiarity with academic processes of programme design, delivery, assessment, accreditation, examination boards, programme boards and quality management.
- Proven track record in the area of systems development (from an expert user perspective).
- Awareness of the interface between administrative and/or operational processes and the IT and other systems that support them.
- Knowledge of higher education issues, particularly in so far as they impinge upon the Faculty of Humanities & Social Sciences.
- Results focused with the ability to see things from a strategic perspective.
- Experience of financial reporting and budgeting.
- Excellent oral and written communication skills.

In addition, applicants for the role of Assistant Faculty Manager (Academic Affairs) must have:

- extensive experience of administration in academic affairs, including programme administration, supporting programme accreditation, complex timetabling and exams processes.
- Advanced technical knowledge as a user of IT systems in common use within Higher Education, such as timetabling software, student information systems, etc.

In addition, applicants for the role of Assistant Faculty Manager (Operations) must have:



- Extensive experience of administration in operations in higher education, such as supporting the research function, non-technical finance systems or marketing.

The degree to which applicants demonstrate such requirements will be a factor in short-listing for interview and in final selection.

Salary Scale: €51,477 - €73,097 per annum (Administrator I - Grade VI)

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy. Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing date: Friday 2nd February 2018

Please note that it is envisaged that interviews will take place between 15th and 28th February 2018.

Application Procedure

Informal enquiries to: Goretti Daughton, Faculty Manager, Faculty of Humanities & Social Sciences, Dublin City University, Dublin 9, Ireland; E-mail: goretti.daughton@dcu.ie; Tel: +353 (0)1 700 5014

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 #760: Assistant Faculty Manager (Academic Affairs), Assistant Faculty Manager (Operations) Faculty of Humanities & Social Sciences.

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.

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