



PA to Deputy President
Secretary Grade III
(Fixed Term Contract of up to 6 months)

The Deputy President's Office is a key function at the heart of the University. The Deputy President is a member of the President's Senior Management Group and holds a wide range of responsibilities across the University. These include leadership in respect of the strategic direction of the University, oversight of the Student Experience, management of Quality Assurance, and playing a key role in policy formulation and implementation and representing the University's interest at both a national and international level. Direct reports to the Deputy President include the Executive Deans, DCU library services, DCU Alumni, DCU Quality Promotions Office and DCU sport. The Deputy President chairs a wide range of appointed boards and committees and deputizes for the President as required.

Function of PA to Deputy President (Grade III) post:

To provide professional, confidential and efficient secretarial and administrative support services to the Office of the Deputy President. The post holder will also be part of the President's Office team and will be expected to provide administrative support as and when required by the President or Operations Manager.

Experience and qualifications:

Candidates must have a Leaving Certificate, or equivalent, and a recognised secretarial qualification or equivalent. Candidates must also have at least five years' relevant work experience in an office environment. Similar experience in a higher education environment would be an advantage. Applicants should have excellent communication (both oral and written), administrative, and interpersonal skills. A high level of proficiency and experience in the use of MS office applications is required. The successful candidate will have excellent organisation skills, be able to work on their own initiative and exercise a high level of judgement, confidentiality and discretion.

Duties and Responsibilities:

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

- Ensure the efficient day-to-day running of all aspects of the Office of the Deputy President.
- First point of contact for the Deputy President's Office for both internal and external queries
- Liaising with, and supporting as necessary, the President's Office team
- Liaising with the DCU community, stakeholders and external bodies on a range of issues/queries and for the completion of assigned tasks.
- Liaising with Faculties and Units (e.g. Finance, Human Resources, Estates, ISS etc.) - disseminating information as appropriate to ensure a smooth flow of communication at all times.
- Dealing with staff requests/liasing with HR on staff-related issues
- Extensive scheduling and diary management
- Organising meetings, preparing agenda, booking venues and hospitality
- Managing the Deputy President's contacts database, filing and records systems
- Handling incoming and outgoing mail and drafting responses to queries
- Preparation of papers and documentation for the Deputy President
- Typing of documents, correspondence and presentations requiring the use of MS Office applications, in particular MS Word, MS Excel and MS PowerPoint, the web and email

- Making travel and accommodation arrangements
- Co-ordinating events, functions, international visits and dinners on behalf of the Deputy President.
- Representing DCU in a 'meet and greet' capacity e.g. greeting visiting dignitaries or welcoming graduands and their families at graduation ceremonies/other events.
- Designing, streamlining, improving and implementing office procedures and IT solutions.
- Purchasing and maintaining stocks of stationery for the office.
- Preparation of the Deputy President's expenses and reviewing expenses for approval by Deputy President.
- Use of the Agresso system to generate purchase orders for the office, process claims and invoices. Tracing income and expenditure and support in reporting of same
- Acting as recording secretary to University committees and meetings, as required by the Deputy President, e.g. Heads and Deans; Budget Committee etc, including preparation of agenda, minute-taking and circulation of relevant information in a clear and concise manner
- Responsible for posting approved university minutes to the website
- Other projects on behalf of the Deputy President or President's Office as required.

The competencies required for this position are:

Personal Effectiveness/ Excellence: Continuously strives to achieve high standards of efficiency and quality in the completion of tasks and in approach to working with people.

Building and Maintaining Relationships: Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.

Team working: Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Communication: Communicates in a clear manner (oral and written) and actively listens and engages to gain understanding. Respects the importance of privacy and operating in a discreet and diplomatic manner.

Salary Scale: Secretary Grade III: €32,704 - €41,718*

**Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Secretary Grade III salary scale in line with current Government pay policy*

Closing Date: 24th August 2017

Application Procedure

Application forms are available from the DCU Current Vacancies 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.

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. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #622: PA to Deputy President (Secretary Grade III), Dublin City University.

Dublin City University is an equal opportunities employer