



**Dublin City University
Quality Promotion Office
Institutional Research and Analysis Officer
(3 year contract)**

DCU is seeking to recruit an Institutional Research and Analysis Officer, who will lead the ongoing analysis of the university's approach to performance monitoring and evidence-informed decision-making, quality enhancement and strategic planning.

The post holder will report to the Director of Quality Promotion and Institutional Research and will have regular briefings with the President, Deputy-President, and other members of the university's senior management team. The successful candidate will work in close collaboration with the university's Executive Deans, Associate-Deans, Faculties and Schools and key external stakeholders.

The Role Involves,

- Delivery of a wide range of performance focused, high quality reporting and analysis to relevant internal and external stakeholders including Senior Management, Executive, Deans and Heads of Schools/units, the HEA, Department of Education and Science and other government agencies.
- Delivery of reporting on a range of strategically focused key performance indicators for the university, and working closely with other to development electronic dashboards to support performance measurement
- Provision of essential data and tailored analysis to support organisation needs including quality reviews, student-based metrics, benchmarking and other performance reporting.
- Working closely with governmental organisations to contribute to higher education data and analysis, including the Higher Education Authority (HEA) and others.
- Providing advice and support for the implementation of various feedback mechanisms for the university including staff and student surveys ,and data analysis of both quantitative and qualitative data, in addition to modelling outcomes where necessary
- Management of DCU university ranking submissions, including the analysis and ongoing critical assessment of DCU's results.

Candidate Profile:

- A degree or post-graduate qualification in a relevant subject area, which should ideally include an focus on data analysis, strategic planning, econometrics, market research, business planning, research methods, data analytics, data mining, management information.
- At least 5 years' experience working with large data sets, and an ability to select, adapt, and apply appropriate quantitative and qualitative research design and statistical tools to provide meaning analysis and reporting on results.
- A strong track record in the gathering, analysis and communication of key information across a large organisation. Particular emphasis will be in the area of institutional analysis including the undertaking of statistical analysis of large bodies of data.
- The candidate will have a good understanding of approaches to strategic planning, and the development and implementation of reporting on key performance indicators and performance focused benchmarking.
- Experience in survey design, fieldwork and analysis, and the ability to decipher key trends within data in a fast moving and complex environment.
- Experience reporting and communicating complex ideas and research information and findings clearly and concisely in oral and written form to a variety of audiences
- Ability to work accurately and independently while meeting schedules and time lines
- A high level of competence in desk-top based analysis and presentation tools, which may include Excel, Word, PowerPoint, SPSS, R, OBIEE, presentation graphics software

Salary Scale:

Senior Administrative Assistant II €46,513 - €63,251

Informal enquiries to:

Ms. Aisling Mckenna, Director, Quality Promotion and Institutional Research at aisling.mckenna@dcu.ie or by phone

Tel: +353 01 700 6103

<http://www.dcu.ie/qpo/index.shtml>

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500

Email: hr.applications@dcu.ie. Along with the application form, please submit a CV and cover letter.

Please clearly state the role that you are applying for in your application and email subject line: **Job Ref 267 Institutional Research and Analysis Officer.**

Applications should be submitted by e-mail to <mailto: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. Dublin City University is an equal opportunities employer