



Applications are invited from suitably qualified candidates for the following position:

**#RF1274 Institutional Research and Analysis Officer
DCU Quality Promotion Office (QPO)**

This position is open to candidates who meet the following criteria:

- A primary degree or equivalent and ideally a postgraduate qualification, which would include a 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 from large and complex sources of data
- The candidate will have a good understanding of the development and reporting of key performance indicators and performance focused benchmarking
- Significant experience in survey design, fieldwork and analysis, and the ability to decipher key trends within data in a fast moving and complex environment
- A skilled communicator, with a capacity to present complex ideas and research findings clearly and concisely in oral and written form to a variety of audiences, including university senior leadership
- Ability to work accurately and independently while meeting schedules and time lines
- Project management skills in developing cross-institutional approaches to data collection, reporting and analysis
- A capacity to critically evaluate and select best approaches to development and delivery of analysis, based on institutional need
- A high level of competence in desk-top based analysis and presentation tools, which may include Excel, Word, PowerPoint, SPSS, Stata, Tableau, Microsoft Power BI etc.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary scale: €49,316 – 66,690

Appointments 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.

Closing date: 4 October 2019

Informal Enquiries in relation to this role should be directed to:

Aisling McKenna - Director, Quality Promotion and Institutional Research, DCU:
aisling.mckenna@dcu.ie.

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

To apply for this role, 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:

Applications should be submitted by email to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

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