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

Administrator (Grade III)

National Anti-Bullying Research and Resource Centre

UNESCO Centre for Tackling Bullying in Schools and Cyberspace

Fixed Term Contract of 36 months (full-time)

Role Profile
ABC – National Anti-Bullying Research and Resource Centre is a University Designated Research Centre within DCU’s Institute of Education. It recently received the prestigious status of UNESCO Chair in Tackling Bullying in Schools and Cyberspace. The Centre is dedicated to the study of bullying behaviour/online safety in schools and workplaces and to the development of resources and training to support employers, employees, schools, teachers and parents to prevent and intervene in bullying situations and to promote online safety. ABC leads the field of research, resource development and training in tackling bullying and online safety in Ireland and is an internationally recognised centre of excellence in bullying research.

We are currently seeking two Grade III Secretaries (full-time and part-time) who will be positioned within the National Anti-Bullying Research & Resource Centre. These posts are funded by an external donation. The successful candidates will have a diverse role across different projects within ABC, playing a key administrative role. S/he will also work directly with schools, advising them on a multitude of enquiries via email, telephone or walk-in. The post-holders will report directly to the Centre Director and ABC’s Project Manager.

Duties and Responsibilities:
Please refer to the job description for a full list of duties and responsibilities.

Qualifications and Experience:
Essential:
- At least three years’ experience in a customer-facing office environment,
- Experience dealing with Agresso and dealing with financial transactions,
- Excellent administrative skills and must be capable of working in a busy, diverse environment with a proven ability to react swiftly and effectively to unexpected situations and queries,
- Excellent communication skills,
- A high level of IT Skills, in particular experience with Drupal, Agresso and Microsoft Office,
- Competent and proven event management experience,
- Experience working with confidential and sensitive data.
Desirable

- Knowledge of anti-bullying programmes,
- Knowledge/experience working with schools,
- Experience working with volunteers/student ambassadors/interns.

Competencies

Candidates will be assessed the following competencies:

**Communication**: Conveys information in a clear manner and actively listens and engages to gain understanding.

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

**Knowledge of the process & IT**: Demonstrates excellent IT skills. This includes an excellent knowledge and application of MS packages, Google apps, CRM and IT systems including Drupal and Agresso.

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

**Salary Scale**: Secretary Grade III: €33,945 - €43,301

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

**Closing date**: 4 February 2020

Informal Enquiries in relation to this role should be directed to:
Informal enquiries may be addressed to Darran Heaney, Project Manager,
Darran.heaney@dcu.ie, / Tel: 01 8842302

*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 (internal Competitions) website at http://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department Tel:+353 (0) 1 7005149.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Please clearly state the role that you are applying for in your application and email subject line:
**Job Ref #RF1301A Administrator (Grade III)**

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of
university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.