



Dublin City University
Faculty of Engineering and Computing
Administrative Officer (Grade IV)
Fixed Term Contract up to 2 years fixed term contract

The Faculty

The Faculty comprises three Schools, namely Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. There is also a number of significant research institutes/centres within the Faculty. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Professional Support Unit for which the Faculty Manager has overall management responsibility.

The administrative infrastructure which supports Faculty activity is the remit of the Professional Support Unit.

Overview of the Role

The post holder will provide a professional and comprehensive administrative service in support of a range of Faculty activities and as part of the Teaching & Learning administrative team. The strategic requirements of the University will determine further activity.

Relationships

The Administrative Officer will report to the Faculty Manager (or nominee) and will liaise closely with Faculty staff, Heads of School and with colleagues in central units across the University.

Duties and Responsibilities

The successful candidate will provide comprehensive administrative support on all key projects in the Teaching & Learning team. S/He will be assigned duties as needs dictate by ongoing developments across the Faculty and University at large. The role involves the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes.

The duties and responsibilities of the post include but are not limited to the following areas:

1. Examinations Administration

- 1.1 To include validation of examination timetables, processing examination results, ensuring data accuracy, quality and integrity is maintained;
- 1.2 Producing accurate broadsheets for review with internal and external academic colleagues whilst adhering to University regulations;
- 1.3 Progression and resolution of issues and queries relating to examinations administration;
- 1.4 Generation of reports and maintenance of examination related records;
- 1.5 Validation of graduation data.

2. Timetabling

- 2.1 Planning for and generating timetables for a number of undergraduate and postgraduate programmes, ensuring all logistic challenges are considered;
- 2.2 Extracting and analysing timetabling data, maintaining relevant records.
- 2.3 Participating in ongoing timetable system developments.

3. Academic Programme Administration

- 3.1 Provision of comprehensive administrative support to Faculty Programme Boards, pursuing arising actions and maintaining appropriate records;
- 3.2 Updating approved academic programme information on relevant databases;
- 3.3 Provide administrative guidance to academic colleagues on University regulations/Marks and Standards;
- 3.4 Assisting with Programme Accreditation(s) and Reviews as appropriate;
- 3.5 Liaising with central University units in relation to student queries and applications.

4. GDPR

- 4.1 A responsibility for the Faculty records management policy in conjunction with GDPR requirements and University policy;

5. Other Areas

In addition to the above, the duties and responsibilities attaching to the post will also include the following:

- 5.1 A responsibility for the Faculty records management policy in conjunction with FOI requirements and University policy;
- 5.2 Updating relevant information on the Faculty Administration website;
- 5.3 Participation in Faculty and University working groups, specifically in relation to proposed new IT systems;
- 5.4 Other duties as assigned from time to time.

Person Specification:

Applicants for this post must hold a degree or equivalent, and have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment, over 2 years. S/He should be self-motivated, well organised, able to plan, coordinate and progress the tasks associated with the post on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes.

S/He will be reliable, flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills. Experience in the use of DCU systems such as ITS, GURU, and Syllabus+ would be preferable.

The competencies required for this post are as follows:

1. Building & Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

2. Personal Effectiveness/Excellence

Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multitask and prioritise in a busy deadline driven work environment. Ability to develop standing operating procedures and experience of training staff would be desirable.

3. Problem solving and Decision Making

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

4. Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Salary: *€34,971 - €52,268

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

Closing date: 10th October 2018

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/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. 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 1005 Administrative Officer (Grade IV)

Dublin City University is an equal opportunities employer