



**Dublin City University
Institute of Education
Senior Administrative Officer
(Grade V)
(Fixed Term Contract Five Year Contract)**

General

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a state-of-the-art, purpose built facility on the DCU St Patrick's Campus in Drumcondra in Dublin. Established in 2016 as Ireland's first university Faculty of education, it has a staff of more than 130 full-time academics and a student body in excess of 4,000. As one of the world's leading young Universities, DCU has established its fifth and newest faculty out of a conviction that studies and research in education and the preparation and support of teachers and educators are central to the transformation of lives and communities.

The Institute brings together students of education across all sectors from early childhood, to primary and post primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes, at doctoral, masters, diploma and certificate levels.

The Institute has a student body of approximately 4,000, 3,500 of whom are on programmes with a substantial school placement element. The Faculty currently delivers six undergraduate and 21 taught postgraduate programmes and has an academic staff of 130 in six interdisciplinary schools.

Overview of the Role

The Senior Administrative Officer (SAO) is responsible for the line management and administrative leadership of the programme administration team. S/he works with the Assistant Faculty Manager (Programmes) on planning, oversight and evaluation of effective and efficient programme administration processes. The SAO will support the Assistant Faculty Manager in establishing appropriate and rigorous regulatory structures and will also be responsible for a number of faculty projects.

The SAO reports to the Faculty Manager through the Assistant Faculty Manager (Programmes).



Duties and Responsibilities

The post holder will provide comprehensive administrative and management support to programme administration. The postholder will also support discrete faculty projects.

Due to on-going developments within the Faculty and the University at large, the range of duties and responsibilities of the post holder will be subject to change.

The duties attached to this post include, but are not limited to, the following:

1. Line manage and lead a team of administrative staff in the area of programme administration (academic structures, examinations, etc.)
2. Provide training to colleagues on the use of University systems (e.g. Scientia, ITS)
3. Provide leadership and guidance in the production of a Faculty timetable.
4. Ensure the Faculty meet University driven deadlines in relation to core central unit processes, particularly in relation to examinations and timetabling
5. Project manage ongoing developments within the Faculty and actively identify potential for further developments.
6. Contribute to the Faculty administration management team and to the on-going enhancement and development of the Faculty.
7. Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within Faculty and of data maintained by the Faculty.
8. Support the delivery of the teaching and learning strategy of the Faculty.
9. Build on existing positive relations with central units and liaise on behalf of the Faculty as appropriate.
10. Represent the Faculty, as necessary, in various fora, both within and outside the Faculty and University.
11. Undertake any other duties as may be assigned by the Faculty Manager or nominee.

Experience, Skills and Qualifications:

The successful candidate must hold a primary degree with 3 years relevant experience and have a proven track record of success in administration management. The candidate must have excellent systems and systems development experience, have excellent interpersonal, communication and organisational skills. The candidate should have the ability and confidence to make decisions on a wide range of administration related matters. S/he should have experience with line management of staff, capable of motivating team members and have an appreciation of the wider issues associated with team building and staff development.

The successful candidate must have:

1. strong quantitative reasoning skills
2. competence in use of complex IT systems
3. excellent problem-solving and project management abilities, particularly in systems development
4. a capacity for proactive thinking and planning
5. excellent writing skills
6. excellent interpersonal and communication skills
7. a positive work ethic and outlook



8. demonstrable commitment to high quality in their work
9. the ability to work independently as well as part of a team
10. the ability to lead the team

Applicants must have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment, over a number of years. Applicants must possess strong IT skills and be able to demonstrate competency in the use and development of a wide variety of business systems. Applications from candidates who have a demonstrable track record in effectively administering multifaceted processes and operations, and/or who have participated in company- or institution-wide projects would be particularly welcome. Experience in the use of DCU systems such as ITS and Scientia software would be preferable.

Salary scale: €46,917 – 56,534* per annum

*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Senior Administrative Assistant (Grade V) salary scale, in line with current Government pay policy.

Closing Date: Friday 30th March 2018.

Informal enquiries to: Georgina Roberts, Assistant Faculty Manager, Institute of Education, email: georgina.roberts@dcu.ie, telephone 01-8842149

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, DCU Glasnevin Campus, Dublin 9, Ireland, D09W6Y4. Tel: +353 (0) 1 700 5149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref# 728A: Administrative Officer (Grade V), DCU Institute of Education.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, Ireland, D09W6Y4.

Dublin City University is an equal opportunities employer