



Dublin City University
Institute of Education
Senior Administrative Officer - Grade V
Permanent 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) works with the Assistant Faculty Manager (AFM) to line manage and provide administrative leadership to the programme administration team. S/he works with the AFM on planning, oversight and evaluation of effective and efficient programme administration processes. The SAO will support the AFM in establishing appropriate and rigorous regulatory structures.

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 post holder may 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. Ensure the Faculty meet University driven deadlines in relation to core central unit processes.
2. Coordinate, provide support and be a point of escalation for the team on all core processes (academic structures, examination, timetabling etc).
3. Provide training to colleagues on the use of DCU systems (e.g. Scientia, ITS).
4. Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within Faculty and of data maintained by the Faculty.
5. Contribute to the Faculty administration management team and to the on-going enhancement and development of the Faculty.
6. Represent the Faculty on key programme administration related projects (e.g. timetabling, SIS).
7. Build on existing positive relations with central units and liaise on behalf of the Faculty as appropriate.
8. 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 a minimum of 3 years relevant experience. 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. 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. Applicants must possess strong IT skills. Excellent interpersonal, communication and organisational skills are essential.

The candidate should have the ability and confidence to make decisions on a wide range of administration related matters. Experience in the use of DCU systems such as ITS and Scientia software, is desirable. S/He should be able to demonstrate their potential in relation to motivating and supporting a team and in the development of staff. Experience in line management of staff is strongly desirable.

The successful candidate should be able to demonstrate:

1. strong quantitative reasoning skills
2. competence in use of complex IT systems
3. excellent problem-solving abilities, a capacity for proactive thinking and planning
4. excellent interpersonal, communication and writing skills
5. a positive work ethic, outlook and a demonstrable commitment to high quality in their work
6. the ability to work independently as well as part of a team
7. the potential to provide leadership to the team



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: 5th July 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 918: Senior 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