



**DUBLIN CITY UNIVERSITY
OFFICE OF THE VICE-PRESIDENT ACADEMIC AFFAIRS (REGISTRAR)**

**Lead, Data Delivery Stream
Student Information Systems (SIS) Project
Three Year Fixed-Term Contract**

Introduction:

DCU is a rapidly growing University and is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

The Student Information Systems (SIS) project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System (SIS) which will support our objectives to create and sustain a globally engaged university.

The Student Information Systems will consolidate and modernise multiple legacy student information systems into one, integrated software solution. The new SIS includes all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

The SIS Programme has been mobilised to deliver this transformational change. The programme consists of several delivery streams relating to business design and configuration, technology & integration, reporting & analytics, data, and change management.

Role:

Reporting to the Programme Director, and working as part of the SIS Programme Team, the candidate appointed to this role will assume overall responsibility for the management and delivery of the Data Delivery Stream. The Data Delivery stream has responsibility for data governance, data architecture, data cleansing, formatting and data migration from legacy systems to the new SIS. Consideration of data privacy and security (incl. GDPR) in the context of SIS also falls within the post-holder's remit.

Duties and responsibilities:

Reporting to the Programme Director, the post-holder will:

- Lead and manage the Data Delivery Stream for the SIS Programme which will include defining the scope of the delivery stream, tracking progress and liaison with other Delivery Stream leads on data.
- Formulate, implement and monitor a strategy to govern and underpin the data migration approach for the SIS programme in collaboration with key stakeholders, ensuring the appropriate levels of consultation and approval through University fora.
- Manage and co-ordinate the following key activities
 - Identification and assessment of data to be migrated
 - Cleansing of data using appropriate tools/methodology
 - Extraction of data from existing legacy data sources (e.g. systems, spreadsheets, data feeds, local databases)
 - Mapping of data to the data requirements of the SIS, consolidating data from multiple data sources (where applicable)
 - Enriching of data where applicable
 - Verifying data and loading data into the SIS
 - Working closely with SIS vendor data migration team
 - Supervising members of the Data Delivery Stream (Data Analyst/Data Specialist)
- Assume responsibility for the line management and continuous professional development of relevant team members.
- Work collaboratively with the SIS Programme Team to ensure that the data migration is aligned to the SIS implementation.
- Work with identified Data Owners to ensure the operational verification of migrated data (available, accessible, complete).
- Provide insight and guidance, where relevant, to Data Owners of any non-compliance with GDPR that is identified during the assessment of data for migration.
- Develop and build strong relationships with key staff and units across the University working collaboratively across all levels, acting as a strong advocate for the SIS.
- Possess and/or acquire in-depth knowledge of all of the operational processes that the SIS supports and engage business users with the SIS from a delivery viewpoint.
- Represent the programme and/or University in relevant external fora as required.
- Any other duty which may be assigned by the Programme Director and/or Sponsor, or nominee.

Qualifications, experience and skills required:

The successful candidate must possess a degree or equivalent. They must have a proven track record of success in administration, with at least five years' relevant experience, ideally in a Higher Education environment. They will have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration and academic-related matters.

The successful candidate for this role will have:

- Demonstrable knowledge and understanding of complex data (including student and academic programme related data), and the critical importance of data accuracy, data integrity, data governance and data architecture.
- Expertise in managing complex high-volume, multi-dimensional processes or projects that ideally include elements of data migration and/or experience in managing academic processes.
- An understanding and management of the interface between administrative and/or operational processes and the systems that support them with well-developed process documentation experience.

- Advanced knowledge as an expert user of IT systems in common use within Higher Education, such as, student information systems, etc. and, ideally, experience of systems development and implementation, from an expert user perspective.
- Experience of line management including motivation of team members and appreciation of the wider issues associated with team building and staff development.
- Excellent organisational skills and ability to prioritise a wide range of tasks.
- Excellent oral and written communication skills.
- Strong analytical and problem solving skills with excellent attention to detail.
- A proven track record of building and developing effective working relationships with internal and external stakeholders by strong leadership and influencing skills.
- Good working knowledge of legislation regarding data protection and freedom of information.
- Results focused with the ability to see things from a strategic perspective.

NOTE: level, type and duration of experience(s)/skill(s) will be a factor in short listing for interview and in final selection.

Salary scale: *€51,992 -€73,828 per annum

*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrator 1) salary scale, in line with current Government pay policy.

Closing Date: 10th May 2019

Informal enquiries:

Informal enquiries may be addressed to Philip Browne, SIS Programme Director, Office of the Vice-President Academic Affairs, Philip.browne@dcu.ie

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 (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) 1 700 5149

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Please clearly state the role you are applying for in your application and email subject line:

Job Ref #ST1217 Data Lead, SIS Programme

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