



Science and Technology Enhancement Platform (STEP)

Administrative Officer (Grade IV)

(Fixed term contract 9 mths)

The Science and Technology Enhancement Platform (STEP) at DCU is recruiting an Administrative Officer for the Research Administration Unit.

The role will involve responsibility for overview and administration in a number of specified workareas of the Research Administration Unit including: Operations and Finance, Research Staffing and Recruitment Support/ IT and Systems support and implementation/ Unit and Research Centre Administrative Support.

The appointed Administrative Officer will have a reporting line to the STEP Research Administration Manager.

Duties and Responsibilities:

The successful candidate will be responsible for management and administration in a number of the Unit's specified operational areas, duties and responsibilities will include but not be limited to the areas outlined below:

- Working closely with the STEP Unit Manager, contribute to the management of the Unit and supported Research Centres ensuring on a day-to-day basis the maintenance of high standards of administrative effectiveness and efficiency and also contributing to the ongoing development and refinement of Unit operations, playing a key role in establishing, developing and co-ordinating the delivery of Operational excellence of the Research Administration Unit.
- Support and Supervision for defined central processes, Purchasing and Procurement Function, reporting etc., ensuring unit is kept up to date on new systems, processes, policies and procedures from Finance Office, Procurement Office, Research Support Office, HR Office etc.
- Anticipate and where necessary bring to the attention of the Operations Manager issues which affect the operational efficiency of the Unit and deliver suitable options for solutions. Identify operational issues and provide recommendations for resolutions, coordinating outcomes with key personnel across University departments.
- Providing flexible and proactive high level support and administration for all operational functions of the Research administration unit.
- Work with unit team members to assess and ensure smooth running of Unit, providing ongoing training, supervision and mentoring to more junior staff as required.

- Escalation point for queries relating to operations with both internal and external parties with a view to problems resolution.
- Lead and administer the organisation of research supported international and local conferences, workshops and events, as required.
- Working closely with DCU staff office provide high level of support and advice relating to personnel and recruitment issues to Research Centre Directors and Principal Investigators.
- Manage the Unit research recruitment support function, be first point of contact for all STEP supported research related recruitment administrative issues, job specifications, staff request forms, new contracts and contract renewals, staff leave, salary queries, interview arrangements, student placements, staff secondments, management of payroll deadlines in relation to research staffing within the Unit.
- Manage the process for new Unit staff which will include organising the set-up of internal systems (Novell, Agresso, Core, Swipe Access) and the allocation of office / lab space.
- Development and implement ongoing training support for both new and current staff members in STEP Unit. Provide training, support and assistance for Unit staff members in relation to individual work areas and plan cross training to provide back up for key work areas of Unit.
- Responsible for daily administration of core time system for STEP Unit.
- Representation of Unit at University meetings as required.
- Responsible for project management for short-term operational projects from design to go-live ensuring seamless integration to operations team.
- Any other duties which arise as directed by the Unit Manager.

Experience, Skills and Qualifications

The post-holder must possess a primary degree or equivalent and at least three years relevant work experience.

Applicants must have a proven track record in administration in a complex or large scale organization over a number of years, preferably a University research environment. Applicants must possess strong IT and problem solving skills.

S/he will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management process. The post-holder must possess the ability to work effectively as part of wider administrative and project teams and have experience in successfully leading and/or supporting administrative teams.

She/he must also have excellent organization, communication and interpersonal skills and be committed to delivery of a superior service, have the ability to build and maintain relationships at all levels, be effective in communications to colleagues, college departments and external funding agencies, and possess the ability to influence outcomes when required.

Proactive self starter with a flexible approach to work, ability to encourage and stimulate team and workarea development is necessary for this role. She/he should be able to demonstrate their potential in relation to motivating and supporting a team and in the development of staff.

The competencies required for this post are:

1. Building & Maintaining Relationships

Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take a leadership and focused approach to developing contacts throughout DCU. Experience of working successfully in a team environment.

2. Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. Is effective in planning, organizing and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, have effective time management skills and the ability able to multi-task and prioritise in a busy deadline driven work environment.

3. Knowledge of the Organisation/Sector

The ability to understand the research sector and the structures, processes and relationships associated with it in an international, national and local context. Understand the pressure associated with the research activity and is therefore well placed to deal with it appropriately. Demonstrate a thorough understanding of all aspects of the research administration processes including the staffing and financial functions. Practical knowledge of successfully administering and co-ordinating research projects.

4. Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the project demands to relevant stakeholder in an engaging and convincing manner in order to manage the project effectively.

Salary: €35,321 - €52,791*

**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: Tuesday 18th June 2019

Informal Enquiries in relation to this role should be directed to:

Jennifer Egan, STEP Research Administration Unit Manager, Tel: 01 700 6991 or email: Jennifer.egan@dcu.ie

Application Procedure

To apply for this role, 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 7005149.

Please clearly state the role that you are applying for in your application and email subject line: #ST1234 Administrative Officer Grade IV with STEP

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.

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