



Information Systems & Services (ISS)
Systems Analyst
(Half-time 24 month fixed-term)

Background:

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. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. 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). DCU is now seeking to recruit a dynamic, innovative and experienced Business Systems Analyst to work as part of the Information Systems and Services Team providing ICT services to the University community.

Post Summary:

The successful candidate will play a key role in the development and provision of support in respect of the university's business systems, services and supporting processes. S/he will play a lead role in defining and implementing the new/enhanced solutions and in identifying process improvements opportunities supporting DCU's objectives in terms of Operational and Academic Excellence.

S/he will have strong leadership, customer-service, and communications skills. S/he will work with people at all levels across DCU's multiple campuses, and will be a key interface with other groups within the Information Systems Services Department, and with external partners.

Key Responsibilities include:

- Liaising with staff from schools/units across the university in respect of business systems requirements and translating client requirements into highly specified project briefs.
- Interpreting a project and the client's requirements, and evaluating all options for potential solutions and assessing them for both technical and business suitability.
- Producing project feasibility reports and presenting proposals to clients.
- Providing Project Management expertise in the delivery of projects that are on time, within budget and deliver the required innovations/efficiencies//enhanced productivity required by the university.
- Working closely with colleagues across ISS in the identification of opportunities for innovation and maximizing the effectiveness of ISS and the services it provides.

- Developing and maintaining quality procedures and documentation.
- Providing assistance in the general operations of ISS and undertaking other tasks that may be assigned from time to time by their line manager.
- Any other duty which may be assigned from time to time by the Director.

Person Specification:

Qualifications:

The ideal candidate must hold a primary degree (NQV Level 7) in Information Technology, Computer Science or a similar relevant area.

Applicants must:

- Have a minimum of 2 yrs. experience in the analysis, specification, procurement, and implementation of business solutions.
- Have experience of managing and delivering projects using an industry standard methodology, e.g. PRINCE2
- Have a strong aptitude for process and solution evaluation and design.
- Have a good appreciation of information technologies, in particular: relational databases, internet technologies, workflow, process redesign, software development tools and technologies, systems' integration techniques.
- Have a strong customer focus and be results driven.
- Be a strong team player, with ability to work under pressure to deadlines and be self-motivated.
- Have excellent interpersonal and communications skills, written, oral and organisational skills.
- Have an aptitude for problem identification, resolution and comprehension and interpretation of technical procedures.

Experience working in a customer focus role in a third level environment is desirable.

Salary Scale:

Analyst Programmer II €44,488 - €53,612 (pro rata)

- ***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.***

Hours of work:

5 mornings a week, Monday-Friday

Closing Date:

21st December 2016

Informal Enquiries to:

Ian Bell, Manager, Business Systems and Applications Manager Email: ian.bell@dcu.ie Tel: 01 700 8396

Application forms are available from: www.dcu.ie/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #444 System Analyst**

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

Dublin City University is an equal opportunities employer