

DCU Business School
Assistant Faculty Manager - Administrator I (Grade VI)
Permanent

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the Department

DCU Business School is a dynamic School whose history is marked by steep upward development. From the outset, our guiding voices were those of industry and students and, as a result, we are today distinctive for our deep and responsive industry engagement and our close concern with the success of our students. From those beginnings in the 1980s, and particularly over the last ten years, DCU Business School has developed an excellent research profile

characterised by its industry relevance and a strong international reach. The School is accredited by AACSB, AMBA and has been awarded the Small Business Charter from the Chartered Association of Business Schools. Additionally, our programmes have relevant professional accreditations. DCU Business School is an engaged, innovative internationally-focused School which prides itself on its excellent reputation for impacting students, the academic community, industry and wider society.

Role Profile

The successful candidate will be responsible, ultimately, to the Executive Dean and will support the Faculty Manager in the general management of the faculty administration team and a range of operational duties. S/he will also work closely with the school's management team, academic programme chairs, lecturers, students and with colleagues in the Registry, Estates, Finance, HR, faculties and other units and project teams on a regular basis.

This post is both managerial and administrative in nature and the post-holder will be expected to make a significant contribution to the attainment of the school's strategic objectives. S/he will directly manage staff in the school's administration team and will assist the Faculty Manager with a wide range of operational duties.

Duties and Responsibilities:

As this is an important senior role within the school's administration team, the post-holder will be expected to provide leadership in responding to emerging market opportunities and developments. As such, the range of duties and responsibilities of the post holder will be subject to change.

The principal duties and responsibilities of the position may include but are not limited to the following:

- Staff management and development
- The management, planning, design, review, implementation and on-going operation of administrative systems
- Programme management and support including examinations, timetabling, programme boards and academic structures
- The coordination of Teaching and Learning activities
- Policy development and implementation
- Ensure quality assurance in accordance with internal and external accreditation requirements
- Preparing reports and providing statistical information
- Contributing to the development and enhancement of IT systems and processes
- Coordinating the faculty's non-commercial international activities and programmes
- Performing a range of duties associated with facilities management, finance, HR and other operational functions
- Ensuring the optimal use of faculty resources
- Project management of strategic initiatives as they arise
- Ensuring effective liaison between the Business School and other faculties, schools units and committees
- Support and uphold the University's arrangements for compliance with GDPR

- Representing the faculty on university committees, working groups and strategic projects or at external events
- Maintaining an overview of marketing, communications, student recruitment and faculty promotion
- Any other duties which may be assigned from time to time by the Head of School/Unit or his/her nominee

Experience and qualifications

- External candidates must have a Primary Degree or equivalent (NFQ Level 7) or above in an appropriate area with at least five years relevant experience.
- Internal candidates: Serving Grade 5 staff with 5 years relevant experience OR Serving Grade 5.2 staff with 2 year's relevant experience OR any DCU staff member with a Primary Degree or equivalent (NFQ Level 7) in an appropriate area and at least 3 years' relevant experience

In addition:

- Ideally they will have a proven track record of success in managing, or assisting in managing an administrative office function, including staff management duties.
- 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 ability to work on one's own initiative and manage a broad remit is essential, along with the ability to meet deadlines, prioritise and multi-task. The successful candidate will also have the ability to lead a busy team and experience of managing operations and projects.
- Experience of undertaking a role of a similar nature in a higher education environment would be advantageous.