



Applications are invited from suitably qualified candidates for the following position

**PA to the Executive Dean  
Professional 3 (P3)  
Faculty of Engineering and Computing  
Permanent position**

**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.

**Faculty of Engineering and Computing**

The Faculty comprises three Schools, namely, Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. There are also several

research institutes/centres within the Faculty. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Office for which the Faculty Manager has overall management responsibility.

### **Role Profile**

The Secretary Grade III will report directly to the Executive Dean. The post-holder will be responsible for the provision of PA duties to the Executive Dean. The post-holder will also be part of the professional support unit in the Faculty and will be expected to provide broader administrative support as, and when, required by the Executive Dean and Faculty Manager.

### **Duties and Responsibilities**

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

- Providing extensive PA support to the Executive Dean, including, but not limited to, responsibility for the scheduling and management of appointments and meetings within a rapidly changing set of priorities and demands.
- Representing, in a highly professional manner, the Executive Dean's Office in acting as the first point of contact for incoming queries from internal and external stakeholders. Where appropriate, actively triaging queries and replying on behalf of the Executive Dean.
- Managing outgoing communications from the Office of the Executive Dean to other key units (Finance, Estates, Human Resources, ISS) to ensure clear and professional messaging and the effective dissemination of information
- Serving as a representative of the Executive Dean, within the Faculty and broader University community, and, in doing so, working positively with a range of internal departments and external bodies to resolve diverse queries and issues swiftly and dynamically
- Day to day management and oversight of all operational aspects of the Office of the Executive Dean, to include but not limited to; organising high level meetings, securing venues, preparing agendas and minutes, ordering of supplies and any other tasks relevant to the day to day running of an office
- Maintenance of the finances and accounts of the Office of the Executive Dean; checking invoices and reconciling petty cash, processing orders for equipment and supplies in accordance with purchasing procedures, assisting with external tenders, and reporting work including the preparation of statistical material.
- Managing the individual financial affairs of the Executive Dean, including the preparation and review of expenses for approval by the Deputy President.
- Managing the filing, retention, and disposal of physical and cloud-based documentation, as necessary. Assist with proof-reading and editing of faculty reports.
- Event planning, ranging across logistical assistance for internal meetings, functions, and delegations, in line with the needs of the Executive Dean. Working closely, also, with the Faculty marketing team to support events intrinsic to the strategic objectives of the Executive Dean and Faculty of Engineering and Computing.
- Practically supporting the Faculty's internationalisation strategy, ie. making travel and accommodation arrangements for visiting delegations or outward journeys by the Executive Dean. Acting as the first point of welcome for international stakeholders meeting with the Executive Dean, developing and maintaining cultural awareness so as best to represent the University.

- Providing administrative assistance to internal Faculty Quality Review Processes and proactively working to develop quality assurance mechanisms and enhancements as they pertain to the Office of the Executive Dean.
- Prioritise and lead special projects for the Faculty Executive Group and follow through on issues in a timely manner.
- Provision of support to the Faculty Support Unit as required, to include offering administrative support to the Faculty's strategic activities or any other area as defined by the Executive Dean/Faculty Manager.
- Maintaining a 'front of house' presence to welcome visitors to the Office of the Executive Dean and/or the Faculty.
- Any other duties which may be assigned from time to time by the Executive Dean or her/his nominee.

### **Qualifications and Experience**

In addition to the [internal service criteria](#), the ideal candidate

#### **Must have;**

- A minimum level 6 related qualification.
- A minimum of 3 years' previous experience in a personal/executive assistant role.

#### **Ideally will have;**

- A demonstrated ability in the use of various IT systems and packages.
- A strong data analysis, presentation and reporting skills.
- Good verbal and written communication skills.
- Experience of external stakeholder engagement.
- Be capable of undertaking duties requiring initiative.
- Be capable working both as part of a team and on their own initiative while exercising a high level of judgement, confidentiality and discretion.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

***Dublin City University is an equal opportunities employer.***

***In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.***

***The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies***

*aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)*