Applications are invited from suitably qualified candidates for the following position

Programme Management Team Administrator
Professional 4
DCU Business School
Permanent & 2 Years Fixed Term

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

An innovative and dynamic business school, DCU Business School offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programmes. Teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

Role Profile

The successful candidate will report to the Faculty Manager of DCU Business School or his/ her nominee and will liaise closely with academic programme chairs, lecturers, students and with colleagues in the Registry and other faculties on a regular basis.

As part of the school's Programme Management Team, the successful applicant will work within a number of specified areas, as determined by the Faculty Manager or his/her nominee, to provide professional and comprehensive administrative and support services to the Faculty. Duties will include academic programme management, timetabling, examinations administration and assisting with important strategic projects as needs dictate. This post is intended to assist the school in attaining its strategic objectives and to respond to emerging market opportunities and developments. As such, the range of duties and responsibilities of the post holder may be subject to change.

Duties and Responsibilities
Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area.
In addition, the ideal candidate will:
- 5 years' relevant experience in administration.
- Have a proven track record in administration in a complex or large-scale organisation.
- Well-developed IT skills and a high level of proficiency, experience of working with databases.
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative.
- Demonstrate an ability to work effectively as part of a wider administrative team.
- Have excellent written, communication and social skills.
- Be able to contribute to the on-going development and refinement of administrative processes.

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.

Salary Scale:

Professional 4 - €39,156 - €58,143

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday 13th January 2023

For more information on DCU and benefits, please visit Why work at DCU?

Informal Enquiries in relation to this role should be directed to:
Mr. Jonathan Begg, Faculty Manager, DCU Business School, Dublin City University.
Phone + 353 (0)1 7007499 Email: jonathan.begg@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 website at
https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants

Applications should be submitted by e-mail with your completed application form to
hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
#BC221102/#NR275 Programme Management Team Administrator

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