



## **JOB DESCRIPTION**

### **Senior Project Officer (Administrator I) Office of the Vice President Academic Affairs (Registrar) Three-year contract**

#### **Dublin City University**

Dublin City University ([www.DCU.ie](http://www.DCU.ie)) 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

#### **Office of the Vice President Academic Affairs (Registrar):**

The Vice-President Academic Affairs (Registrar) is the Chief Academic Officer of the University and is responsible to the President for the management of the academic business of the University. Working with senior colleagues, the Vice President Academic Affairs (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies.

#### **The role:**

Reporting to the VPAA (Registrar) or her nominee, the post holder will be responsible for the provision of dedicated, high-level administrative support to the VPAA (Registrar), Deputy Registrar and, if required by the VPAA (Registrar), other members of her senior team. The post holder will be responsible for the generation of high quality documentation (papers and presentations), the conduct

of research, collation and analysis of data, dealing with a wide range of complex and sensitive matters and related documentation, observing confidentiality in relation to same, and managing discrete/specific projects, meetings and activities, on the VPAA (Registrar)'s behalf.

### **Duties and responsibilities:**

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Reviewing complex correspondence and documentation, distilling and summarising content for presentation to and consumption by senior colleagues
- Preparing draft correspondence, papers, reports and presentations for the VPAA (Registrar) and her senior team
- Providing high level administrative support to meetings convened by the VPAA (Registrar), the nature of which may be complex, confidential and/or sensitive (for example, Fitness to Study/Practice hearings, Disciplinary Appeals meetings, project-related meetings or meetings involved external, senior colleagues and/or senior university colleagues), generating all related documentation (including agenda, minutes, reports, papers etc.) and assuming responsibility for related follow up
- Carrying out research, preparing related reports for consideration and/or use by the VPAA (Registrar) and her team
- Co-ordinating and managing meetings and activities hosted by or conducted under the auspices of the VPAA (Registrar)
- Collating and/or analysing data, presenting findings to the VPAA (Registrar) and/or including data in reports and other documentation
- Communicating and liaising on behalf of the VPAA (Registrar) with senior colleagues within and outside the University
- Preparing presentations and/or presentation content on behalf of the VPAA (Registrar)
- Managing specific projects that sit within the VPAA (Registrar)'s remit but that are not explicitly associated with one of units reporting to the VPAA (Registrar), or that do not have specific project management infrastructure associated with them
- Undertaking any other duties appropriate to the role that may be assigned by the VPAA (Registrar) or her nominee.

The range of duties and responsibilities attaching to the post will be subject to change in line with the needs of the VPAA (Registrar) and the University.

### **Qualifications and Experience:**

#### **Essential Criteria:**

Applicants for this post must have a primary degree or equivalent (NFQ Level 7) in an appropriate area with at least five years' relevant experience at this level of seniority.

#### **Desired Criteria:**

In addition, the ideal candidate will have:

- a proven track record of achievement in the provision of high level professional support, project management and/or administration, ideally within a Higher Education, Public Sector or other complex business environment
- excellent writing skills demonstrated through delivery of documents such as high-quality papers, reports and/or presentations

- demonstrated ability to source, assimilate and critically analyse information across multiple formats (written, graphical, quantitative data etc.)
- a successful track record of working with senior level staff and external stakeholders
- the ability and confidence to evaluate key issues and sensitivities and make decisions as to appropriate escalation
- a high level of organisational skills, efficiency and effectiveness
- excellent interpersonal and oral communication skills
- the ability to work independently to deliver on a brief, on time
- project management experience
- a flexible approach.

**Essential Training**

The post holder 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 appropriate.