



Applications are invited from suitably qualified candidates for the following position

**ECIU Senior Project Officer (Administrator I)
Office of the Vice President for Academic Affairs
Two Year Fixed Term Contract**

Dublin City University

Dublin City University (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.

Overview of the department

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.

ECIU University Project

DCU successfully applied, with 10 European partner institutions, for the Erasmus+ grant scheme ‘European Universities’. The resulting project, entitled the European Consortium of Innovative Universities (ECIU), commenced in November 2019. The European Universities initiative takes forward the concept of collaborative networks of universities across Europe, enabling students to combine

studies in several EU countries. The scheme seeks to strengthen the links between teaching, research and innovation and knowledge transfer.

DCU is a key partner in the [ECIU University](#), where learners, teachers and researchers cooperate with cities and businesses to solve real-life challenges. Together with our partners we are creating, testing and evaluating a whole new educational pedagogy. Challenge based learning (CBL) and Micro-credentials are very important vehicles for progressing the vision of the ECIU university, and DCU has been to the fore in shaping [policy relating to micro-credentials](#) across the consortium, and in [the EU](#).

The ECIU University pilot project consists of nine work packages covering development of multi-disciplinary, pan-European, challenged-based education; research; embedded mobility, and development of supportive systems and policies. More information about the project may be found at [this link](#). The initiative however has a vision which extends beyond the pilot project and so colleagues across DCU are also involved in multiple strands of activity building toward this.

Role Profile

We now seek to recruit a Senior Project Officer to support the University's contribution to the pilot project (required activities and associated outputs), and to assist with the development of a longer term vision. The purpose of the role is to support the Vice President for Academic Affairs to manage, coordinate and report on this key project as it evolves in the next two years. DCU activities in support of ECIU are wide ranging and the Senior Project Officer will be a key individual linking contributions, liaising with the ECIU team and ensuring communications internally, and externally with our partners, are aligned. The successful individual will also ensure that risk is captured and managed, budgets are managed effectively and that decision-making is appropriately channelled via relevant governance structures. Colleagues working on ECIU-related actions or overlapping with them (either as a result of their own roles, or as dedicated staff), will be supported by the Senior Project Officer, with a view to ensuring project activities are managed in a coordinated and coherent manner.

Relationships

The Senior Project Officer reports to the Vice President of Academic Affairs (Registrar) or nominee, but also works closely with colleagues involved in aspects of the ECIU work in DCU, in the project team in Twente and Brussels and with colleagues across the network. Building positive relationships within and outside of DCU is a key element of this role.

Duties and Responsibilities

The main duties of the role will be, but are not limited to, the following:

- Provide high-level administrative and other related support to the Vice President for Academic Affairs as Board member of ECIU University, as well as to relevant governance structures within DCU
- Implement, monitor and report a regular status update of all ECIU related activities within DCU, reporting to the Vice President for Academic Affairs on the progress of the project and broader agenda
- Provide key information and analysis regarding the project to Senior Management within the University
- Act as a key point of liaison for all DCU colleagues contributing to ECIU activities
- Assume operational responsibility for the budget which has been made available to the University to achieve the pilot project objectives, liaising with the DCU Finance office to prepare, check and reconcile financial reports and to draft budget submissions when required administer and track financial transactions in Agresso

- Assume operational responsibility for, and play a key planning role in, internal communications to raise awareness of the initiative within the University and to national stakeholders, updating and maintaining the project website and co-ordinating the preparation of content outlined in the content management plan
- Provide high-level, professional support to Work Package Leads in establishing activities that meet work package objectives
- Provide effective management of all aspects of ECIU university events, including the itinerary for visiting delegations to DCU, as required
- Liaise with working group leaders and other external and internal stakeholders, representing the project and acting on behalf of the project leadership in respect of certain matters
- Contribute to drafting the proposal for the next phase of the ECIU university project, and coordinate DCU input to it
- Create and collate data relating to project Risk, Issues, Dependencies and Assumptions, liaising with the DCU Risk Manager, as appropriate
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of data maintained by the ECIU project team and/or provided by the project to central offices/functions e.g. Risk, Finance etc., liaising with those offices as appropriate
- If required, represent the ECIU project as the GDPR Champion, working with colleagues within the project to pre-empt and/or address data protection issues which may arise
- Undertake any other duties appropriate to the role that may be assigned by the Vice President for Academic Affairs or her nominee.

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:

The ideal applicant will have recent and relevant experience of European funding streams including Erasmus +, and have an appreciation of the wider issues associated with strategic project delivery and project performance in a higher education and/or public sector context. An appreciation of the particular considerations attaching to collaborative (education) provision in a European context would be advantageous.

In addition, the ideal candidate will have:

- a proven track record of achievement in professional support, project management and/or administration
- excellent writing skills demonstrated through delivery of documents such as high-quality reports
- the ability to work independently to deliver on a brief, on time
- demonstrated ability to source, assimilate and critically analyse information across multiple formats (written, graphical, quantitative data etc.)
- a high level of organisational skills, efficiency and effectiveness
- excellent interpersonal and oral communication skills
- the ability and confidence to evaluate key issues and sensitivities and make decisions as to appropriate escalation
- a flexible approach
- evidence of effective stakeholder management with a successful track record of working with

senior level staff and external stakeholders.

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 required.