



Applications are invited from suitably qualified candidates for the following position

**Policies and Compliance Officer
Professional 6 (P6)
Student Support & Development
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

Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which includes the Access Office, the Careers Service, Chaplaincy, Counselling & Personal Development, Disability & Learning Support, Financial Assistance, Student Advice Centre, Student Learning, and the Student Health Centre.

Further information on Student Support & Development can be found at:

<http://www.dcu.ie/students/index.shtml>.

Role Profile

DCU is devoted to equality, diversity and inclusion and to creating a respectful environment which is conducive to personal, professional and academic growth. Within this context, a new role is being created in SS&D which will focus on ensuring that systems, policies and initiatives are in place to advance equality, diversity and a deep knowledge of cultural norms and differences amongst the student body. The successful individual will provide guidance for students experiencing discrimination, harassment, bullying or who have been victims of assault, and will organise initiatives, including training (online and on campus), for the student body to ensure that a culture of respect is promoted within the University.

The successful individual will provide annual reports and will use this information to inform future development of the role and activities.

Duties and Responsibilities

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

Qualifications and Experience

Essential:

- A primary degree in a relevant discipline
- Minimum of five years' recent work experience in a student-facing environment and knowledge of equality, diversity and inclusion and issues, such as bullying, which may arise amongst the student body from time to time.

Highly Desirable:

- A postgraduate qualification in a relevant discipline

Applicants must also be able to demonstrate evidence of:

- A deep comprehension of sexual consent, harassment, violence, bullying, equality and diversity - and the legislation around these areas.
- A proven track record in working with students and facilitating discussions or guiding them through policies and procedures.
- A devotion to assisting students and their well-being.
- A solid knowledge of GDPR and Data Protection legislation.
- Experience in policy and report writing.

- Experience developing and delivering training programmes and events.
- Experience working with students from diverse backgrounds on sensitive issues.
- Excellent Communication and conflict-resolution Skills with proven experience with facilitation of difficult conversations.
- Cultural Sensitivity skills.
- Excellent IT and Web-Editing Skills.
- Organisational and Project-Management Skills.
- Flexibility and the ability to work with a variety of stakeholders and react to changing requirements.

Essential Training

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

This post is subject to Garda Vetting.

Salary Scale:

Professional 6 (P6) - €55,045.00 - €78,413*

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

Closing date: 29th July 2022

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Ms. Annabella Stover, Acting Director of SS&D, Dublin City University.

Email: Annabella.stover@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:

#BC220104 Policies and Compliance Officer

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](#)