



JOB DESCRIPTION

**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

Policy Development:

The successful individual will examine and update all existing student-facing policies and procedures which are in place to ensure students have a safe, respectful and supportive environment to study, socialise and develop in. These policies include, but are not confined to the Student Complaint's procedure, the Sexual Misconduct policy, the Respect and Dignity procedures, Fitness to Study and Fitness to Practice and the Student Policy on Drug Misuse. Further policies will be developed as required to address specific needs.

Training & Outreach Activities:

Arrange training for relevant student and staff groups who need to be aware of and understand the policies which affect and support students.

Coordinate an annual programme of events which centre around respect, consent and the knowledge of and appreciation for culture and diversity. This programme will include Consent Workshops, Bystander Interventions and events to promote and celebrate diversity on campus.

Advice & Facilitation:

The successful individual will be the contact person for students who are experiencing bullying, harassment, or any other inappropriate behaviour within the University. They will also provide advice, guidance and information to staff supporting students who have confided in them. In some cases, providing facilitation for students involved in an incident may be required.

Reporting:

Reports on incidents of bullying, harassment and other forms of inappropriate and disrespectful behaviour, along with an annual overview of outreach activities organised for students will be required on an annual basis. The information collated will be used to inform activities to address any unacceptable behaviour along with cultivating a culture of respect.

Alongside the reporting, the successful individual will be expected to work with the Director of SS&D to update the SS&D Risk Register and Data Retention Policy on a regular basis and ensure compliance. The successful individual will also take the lead on any GDPR issues which may arise and will ensure that the Unit is following the most up-to-date guidance in GDPR.

General Duties:

As a member of SS&D staff, the successful individual will be expected to work alongside colleagues within the Unit and the wider university to foster a culture of respect and a deeper understanding of culture and diversity. They will develop and maintain an up-to-date website, ensuring that students are aware of the various policies in place to support them while students of the University and link in with external organisations as and when required. They will also be required to take part in national working groups to represent the University and ensure the policies and initiatives are in line with national thinking and trends.

Flexibility will be expected as this is a new role and requirements may arise as the role is embedded into the university.

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.