



## **JOB DESCRIPTION**

### **PA to Executive Dean (Grade III) Faculty of Humanities and Social Sciences 3-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.

#### **Overview of the department**

The Faculty of Humanities and Social Sciences is home to seven schools including the School of Applied Language and Intercultural Studies; the School of Communications; the School of English; Fiontar agus Scoil na Gaeilge; the School of Law and Government; the School of History and Geography; the School of Theology, Philosophy, and Music and a number of research centres and institutes. The Executive Dean's Office is a key function at the heart of the Faculty. A key responsibility of the Executive Dean is leadership in respect of the strategic direction of the Faculty. The role involves external engagement with stakeholders and partners, ranging from those in industry, at individual or sector level, to higher education collaborators, to research funders and government agencies. The Executive Dean is a member of the President's Senior Management Group and holds a wide range of responsibilities across the University through a number of key university-level committees.

## **Role Profile**

The post holder will report to the Executive Dean or nominee(s) and will primarily be accountable for the provision of professional and confidential administrative assistance to the Executive Dean in the Faculty of Humanities and Social Sciences. The post holder will also work closely with faculty staff, and will liaise with other academic, administrative and technical units of the university, and with external stakeholders on a regular basis. Duties will also include finance administration and working with the Faculty administration team as necessary. This role will be based in the office of Faculty of Humanities & Social Sciences in the DCU campus Glasnevin.

## **Duties and Responsibilities**

The PA to the Executive Dean will be involved with the following areas of activity that are integral to the Faculty's successful operation. The duties and responsibilities of the post include, but are not limited to the following:

- Ensure the efficient day-to-day running of all aspects of the Executive Dean's Office
- Act as the first point of contact for the Executive Dean's Office for both internal and external queries
- Disseminating information as appropriate, to ensure a smooth flow of communication to and from the Executive Dean's Office.
- Co-ordinating diary management, events, functions, and international visits on behalf of the Executive Dean.
- Organising meetings, preparing agenda, booking venues and hospitality requirements
- Act as recording secretary for Faculty committees; including minute-taking and circulation of relevant information.
- Supporting the Faculty's finance function including:
  - Purchasing administrator for the faculty;
  - Using the DCU Finance systems to generate purchase orders, invoices and other financial transactions;
  - Tracking income and expenditure and providing support in relation to same;
  - Processing documentation in relation to expense claims.
- Supporting the Faculty's programme administrative function pertaining to application and assessment processes.
- Participating in regular team meetings, and representing the Faculty at working groups, committees and events as appropriate.
- Supporting and delivering training to colleagues on faculty finance processes, maintaining standard operating procedures and training manuals.
- Undertaking such duties and responsibilities as may be assigned from time to time.

## **Qualifications and Experience**

### **Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply.

Please note staff must have successfully completed their probationary period

**In addition to the [internal service criteria](#), the ideal candidate will have:**

- Applicants must hold a Leaving Certificate or equivalent, a recognised qualification in an area related to administration or office management
- A minimum of three years' relevant experience, ideally in a third-level environment.
- Strong organisational skills, the ability to work under pressure and to meet strict deadlines
- Excellent communication, administrative and interpersonal skills
- Candidates should be flexible and adaptable to the needs of the role, with the capacity to build and maintain positive working relationships