



Applications are invited from suitably qualified candidates for the following position

**Development Officer
Institute of Education
Two Years Fixed Term Contract**

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

The Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an

administrative team of 30 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Role Profile

This position is located within the Faculty Office. The person appointed will be responsible for delivery of quality supports in key areas of faculty operations and for progressing a range of strategic and income-generating initiatives. The successful candidate will report to the Executive Dean (or nominee) and will work proactively with the Deputy Dean, Faculty Manager, Associate Deans and other key academic and administrative colleagues. They will also liaise with internal and external stakeholders and will work with units across the university.

Duties and Responsibilities

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

Candidates for this role must have:

- a primary degree and a minimum of ten years' relevant work experience in project delivery and/or administrative management in complex operational environments.
- excellent social, oral and written communication skills; an ability to quickly develop familiarity with new systems, processes and organisational structures;
- experience in working successfully with a range of stakeholders;
- and proven ability to function as part of a highly motivated team.

Please note staff must have successfully completed their probationary period

In addition, the successful candidate will ideally have:

- Knowledge of the Irish education system,
- prior experience of working in a university context and
- demonstrable experience in deploying a critical and analytical approach to reviewing and developing proposals would be an advantage.

Essential Training

The postholder 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.

Salary Scale:

Professional 5A (P5A) [Senior Admin Assistant II] - €51,313 - €69,391

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

Closing date: 06th May 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 Maeve Fitzpatrick, Faculty Manager, DCU Institute of Education, Dublin City University.

Phone + 353 (0)1 7009030 Email: Maeve.Fitzpatrick@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> (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: Job Ref #BC220108 Development 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](#)