



JOB DESCRIPTION

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

While the person appointed may be assigned to any area of Faculty Operations, it is anticipated that the initial area of focus will be Academic Affairs. This area is responsible for operations and regulatory compliance in respect of taught and research programmes, for assisting the development of new programmes, and for the delivery of strategic initiatives related to research and teaching and learning.

Responsibilities include:

- Assisting the Associate Dean in delivering the faculty research strategy through scoping and progressing initiatives, monitoring implementation, and assessing effectiveness of same;
- Managing faculty research funding and scholarships;
- Line management and development of staff;
- Delivering regulatory and operational activities (timetabling, curriculum management and examinations) on a range of programmes.

The person appointed will also be responsible for the initial assessment of new initiatives, for managing specific projects to completion, and for coordinating the development process for new programmes.

This will entail:

- managing relationships, both external and internal, throughout the development process;
- assessing external bodies' proposals and developing a brief for the Executive Dean;
- taking identified initiatives through from initial approval to main-streaming to include scoping requirements, developing a detailed project plan in consultation with key stakeholders, working with and assisting key stakeholders through plan delivery, monitoring risks and resourcing and escalating to the Executive Dean or nominee as necessary;
- assisting the development of new faculty programmes through, for example, scoping resourcing requirements and projected income, conducting market research, briefing key stakeholders on the development process, organising the development team;
- assessing resourcing requirements for IoE external engagements, including consultancy work;

- developing expertise in relation to university policy, process and systems and advising stakeholders as appropriate (financial, HR, procurement, programme management, etc.);
- delivering key projects outputs, including memoranda of understanding;
- working with key stakeholders to embed new initiatives within routine faculty operations.

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.