



Applications are invited from suitably qualified candidates for the following position

**Development Officer
Professional 5A (P5A)
DCU Institute of Education
15 Month Fixed Term Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

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 individual 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.

Qualifications and Experience

- A primary degree (NFQ Level 7) and a minimum of three 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;
- Proven ability to function as part of a highly motivated team.

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, Data Protection (GDPR) **and all Cyber Security Awareness Training**. Other training may need to be undertaken when required.

Salary Scale:

Professional 5A - €54,449- €73,632 refer to [DCU Payscales](#) for the applicable payscale.

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

Closing date: Friday 16th June 2023

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

Please note interviews are envisaged to take place on Wednesday 5th July.

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

Ms Maeve Fitzpatrick, Faculty Manager, DCU Institute of Education, Dublin City University.

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>

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 #BC220108a 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](#)