



JOB DESCRIPTION

**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

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 with the development of new programmes, and for the delivery of strategic initiatives related to research and teaching and learning.

The duties and responsibilities of the position include, but are not restricted to, the following:

- 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

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.