



JOB DESCRIPTION
Assistant Faculty Manager (Academic Affairs)
Professional 6
Institute of Education
Permanent

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 DCU Institute of Education is the newest faculty of Dublin City University. It is based on a €70 million purpose built facility on the DCU St Patrick’s Campus in Drumcondra in Dublin. Established in

2016 as Ireland's first University faculty of Education, it has a staff of more than 180 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.

Committed to academic excellence and innovation, the DCU Institute of Education is confident its students and staff, and its graduates can flourish and lead in the challenging and complex contexts of 21st century education.

The Faculty Office is one of the constituent units of the Institute. Its remit extends across all areas of faculty activity and includes operations management, secretariat provision and project management. It has a staff of 30 working across three teams: Academic Affairs; Placement and Engagements; and Professional Services.

Role Profile

The Institute is seeking to recruit an Assistant Faculty Manager (AFM) to lead the Academic Affairs team. The AFM reports directly to the Faculty Manager. This is a key faculty administrative management and leadership post with the person appointed expected to oversee faculty implementation of university initiatives and to effectively represent the faculty at university level.

The AFM is responsible for ensuring that appropriate and rigorous regulatory processes are in place across programme and research administration and for maintaining and enhancing operational excellence in these areas. The AFM works closely with the Associate Deans for Research and Teaching/Learning to facilitate delivery of strategic initiatives in these areas and has overall responsibility for secretariat provision to related committees.

Duties and Responsibilities

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

- Lead and develop the Academic Affairs administrative team to ensure delivery of core operational objectives.
- Overall responsibility for delivering quality operations and regulatory compliance in respect the full range of activities associated with taught and research programme administration.
- Overall management of secretariat provision to a range of faculty committees.
- Contribute significantly to the faculty administrative management team and to the on-going enhancement and development of the faculty administrative framework.
- Engage at university level on working groups related to the work of the Academic Affairs team.
- Assume responsibility for the management of specific projects, as directed by the Faculty Manager.
- Work collaboratively with Faculty Office colleagues on an ongoing basis to deliver cross-team initiatives.
- Develop familiarity with the Faculty strategic goals, advise on, and assist with the development and delivery of initiatives in the Academic Affairs area.

Qualifications and Experience

- Applicants must have a primary degree and an extended track record of achievement in administration management, preferably within the Higher Education sector.
- Applicants must have excellent administrative ability with the capacity to exercise judgement and take decisions on a range of matters and with very strong organisational and IT skills.
- Applicants must have staff management experience.
- Applicants must have excellent communication skills (written and oral) and the ability to influence and negotiate with a range of diverse stakeholders.