



## **JOB DESCRIPTION**

### **Health and Wellbeing Promotion Officer Professional 5 (P5) Student Support & Development 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**

Student Support and Development (SS&D) provides personal and professional development and support to students at DCU and is a busy and diverse Unit which includes the Access Office, the Careers Service, Chaplaincy, Counselling & Personal Development, Disability & Learning Support,

Financial Assistance, Student Advice Centre, Student Learning, and the Student Health Centre. Further information on Student Support & Development can be found at: <http://www.dcu.ie/students/index.shtml>.

DCU is implementing a number of Health and Wellbeing strategic initiatives, including but not limited to the Healthy Campus Framework, in line with the University's strategic priorities and developments underway across the sector. Our Mission is 'To create a healthy campus which promotes physical, mental and social wellbeing where communities thrive'. DCU has also recently become a Jed Campus, and is embarking on a four-year strategic plan to enhance the student experience.

### **Role Profile**

SS&D is currently seeking a Professional 5 Health and Wellbeing Promotion Officer on a permanent basis to manage and lead out on multiple strategic frameworks and initiatives. Working within Student Support & Development, the Health and Wellbeing Promotion Officer role will support and promote awareness of health and wellbeing, encourage a culture of self-care and motivate others to make healthy choices, through planning, coordinating and implementing health & wellbeing interventions, education campaigns and initiatives. They will build strong networks internally and externally across all levels of the institution, working with colleagues and reporting on progress/impact on a regular basis. They will line manage a small team of staff and will report to the Deputy Director/Director of Student Support & Development.

### **Duties and Responsibilities**

Responsibilities include but are not limited to

- Coordinate and provide administrative assistance for the Healthy Campus/Jed committees and related working groups and task groups.
- Co-ordinate the identification, development and delivery of health and wellbeing promotion policies and initiatives in action areas including but not limited to Healthy Eating, Alcohol, Mental Health, Smoking, Sexual Health, Physical Activity, Illicit Substances etc.
- Coordinate the development of a systems-wide health and wellbeing orientation with attention to 'choice architectures' and conditions for health improvement.
- Source and/or develop health promotion communications, asynchronous content and public information campaigns.
- Develop and maintain Healthy and Wellbeing communication channels, including website content and social media for DCU and other social channels, and report on reach, feedback and engagement.
- Working with SS&D, the SU and other relevant stakeholders in the University on the coordination of events, and report on engagement levels.
- Engage with relevant national agencies and health promotion networks.
- Provide input and advice to colleagues across DCU as required.
- Contribute subject-specific expertise and activities to ensure that events are carried out in a health-promoting manner, where possible.
- Manage related budgets and expenditure.

- Day to day team leadership.

## **Qualifications and Experience**

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#### **Essential:**

- A primary degree in a relevant field
- 3 years' experience in a health and wellbeing promotion or health related discipline.

Applicants must also be able to demonstrate evidence of:

- Experience of developing, organising, marketing and implementing health and wellbeing promotion policies and initiatives.
- Experience working on project development and implementation across different disciplines.
- Extensive knowledge of the health and wellbeing challenges facing students in the higher education sector.
- In-depth knowledge of health-promoting organizations in the wider environment.
- Evidence of excellent communication skills (oral and written) and presentation skills.
- Excellent IT Skills, including web editing, Social Media etc.
- Excellent negotiation and listening skills.
- Dedication to supporting student and staff wellbeing.
- A solid understanding of GDPR and Data Protection legislation.

#### **Desirable:**

- Experience working in the higher education sector and knowledge of the challenges facing students.
- A postgraduate qualification in a relevant discipline.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Child Protection, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

This post is subject to Garda Vetting.