



Applications are invited from suitably qualified candidates for the following position

**Senior Employer Engagement Officer  
Professional 5 (P5)  
Careers Service  
Student Support & Development  
Permanent**

**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**

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 Careers Service, Student Advice Centre, Counselling & Personal Development, Student Learning, Financial Assistance, Chaplaincy, the Student Health Centre, Disability & Learning Support, and the Access Office. Further information on Student Support & Development can be found at:

<http://www.dcu.ie/students/index.shtml>

The Careers Service within SS&D is currently seeking a Senior Employer Engagement Officer to work with the Careers team to provide a quality integrated service to both employers and students.

## **Role Profile**

The Careers Service works with all students from undergraduates, postgraduate taught and postgraduate research to help students and recent graduates reach their potential and fulfil their career aspirations. A core activity of the Service is connecting students with employers. All members of the Careers Service team are involved with employer engagement.

The Senior Employer Engagement Officer will help to increase DCU's graduate employer engagement across all sectors nationally and internationally to provide students (including final years, postgraduate, international and PhD) and recent graduates access to employment and employability opportunities. The successful candidate will contribute to the broader Careers Service' strategic objective of building engagements and partnerships locally, nationally and internationally, and will have shared responsibility for the planning and delivery of DCU Careers employer engagement in the Ireland and internationally, ensuring the development of events and services for employers to promote their opportunities to DCU students and recent alumni.

## **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

## **Qualifications and Experience**

### **Essential Criteria**

Candidates must possess:

- A primary degree or equivalent (NFQ Level 7).
- Three years plus recent relevant experience in an employer engagement or client relationship role or business development role working directly with businesses, large or small.
- Proven experience of proactively developing services and/or processes to improve the design and delivery of stakeholder engagement.
- Experience of event management.
- Experience of evaluating services to demonstrate impact, and of making the associated business case.
- Evidence of IT, organisation and time management skills.
- Evidence of excellent communication skills (oral and written)
- Evidence of working cohesively as part of a team as well as on own initiative.

### **Desirable Criteria**

- A relevant post graduate qualification
- Previous experience of working in talent acquisition or recruitment or employer engagement or working in a client relationship role in Higher Education.
- Experience of developing systems to manage stakeholder relationships.

### **Essential Training**

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

### **Salary Scale:**

Professional 5 (P5) - €53,242 - €64,147\*

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

**Closing date:** Friday 22<sup>nd</sup> September 2023

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

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

Ms. Yvonne McLoughlin, Head of Careers Service, Dublin City University.

Phone + 353 (0)1 7006282 Email: [yvonne.mcloughlin@dcu.ie](mailto:yvonne.mcloughlin@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](mailto:hr.applications@dcu.ie).

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref #BC220712b Senior Employer Engagement 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](#).**