



**JOB DESCRIPTION**  
**Administrator**  
**Academic Secretariat, OVPAA**  
**Professional 6**  
**Three-year fixed term contract**

**Overview:**

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. 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.

**Academic Secretariat, Office of the Vice President Academic Affairs (Registrar):**

The Vice President Academic Affairs (Registrar) is the Chief Academic Officer of the University and is responsible to the President for the management of the academic business of the University. Working with senior colleagues, the VPAA (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies. The VPAA (Registrar) is supported in discharging her remit specifically with respect to matters of Academic Quality Assurance and Governance by the Academic Secretariat.

## **Overview of the Role:**

Reporting to the Academic Secretary or her nominee, and working as part of a team, the post holder will be responsible for:

- the provision of comprehensive administrative and secretariat assistance to a number of University decision-making bodies
- the management and co-ordination of University curriculum approval processes
- the management and coordination of aspects of academic quality assurance
- the provision of guidance and assistance in respect of collaborative provision
- the systematic implementation and on-going review of policies and procedures that lie with the Secretariat's remit and
- the carrying out of research and project related activities, as required.

## **Duties and responsibilities:**

Working as part of the Academic Secretariat team, the duties and responsibilities for the successful individual include but are not restricted to the following:

- The co-ordination of the business of Academic Council and of its three main subcommittees: Education Committee, University Standards Committee and Graduate Research Studies Board. Duties in this respect include the preparation of agendas in consultation with relevant chairpersons, co-ordinating committee papers, drafting minutes and other documentation, and carrying out all relevant follow up from meetings.
- The co-ordination of the business of the Examinations Appeals Board.
- The co-ordination, at University level, of the curriculum approval process, including collaborative provision. This includes working with programme proposers and other Faculty colleagues on the submission of proposals for validation, accreditation and Education Committee approval, the preparation of validation and accreditation reports for Academic Council and carrying out all relevant follow up from the approval process and related meetings.
- Managing and co-ordinating the production, systematic dissemination, implementation and review of relevant university policies and standard operating procedures, ownership of which rests with the Vice President Academic Affairs (Registrar).
- In conjunction with relevant colleagues, devising and monitoring implementation of quality assurance mechanisms to ensure the accuracy, completeness and integrity of administrative processes and related data that come within the remit of the Vice President Academic Affairs (Registrar).
- In the context of collaborative provision, providing guidance and input and, where relevant, coordinating the development and approval of related Memoranda of Agreement, the conduct of academic due diligence and the development, implementation and monitoring of related academic quality assurance mechanisms, working with relevant colleagues and University offices to this end.
- Reviewing and providing input to Erasmus Mundus Joint Masters (EMJM) and other relevant funding applications, with a particular focus on those applications where DCU is the lead / coordinating institution, and on the areas of academic due diligence, quality assurance and accreditation as reflected in both the funding applications and related consortia, student and/or other agreements.

- Undertaking research, producing draft policy documents, procedures, reports and/or proposals that will inform decision-making, both in the context of the work of University committees and in the context of the wider remit of the Academic Secretariat.
- Assisting with the on-going review and revision of major institutional policies and procedures that lie within the remit of Academic Secretariat and/or OVPAA.
- Reviewing complex correspondence and documentation, distilling and summarising content for review by the VPAA (Registrar), preparing draft responses to correspondence and draft documentation for review and approval of the VPAA (Registrar) and/or other members of the OVPAA senior team.
- Providing comprehensive administrative assistance in respect of Student Profile modelling and related engagements with Faculties and relevant units.
- Managing and co-ordinating specific projects that sit within the VPAA (Registrar)'s remit that do not have specific project management infrastructure associated with them.
- Engaging on behalf of OVPAA in European projects of strategic importance, including but not limited to ECIU European University.
- Maintaining a high level of awareness of and familiarity with sectoral developments, nationally and internationally, relating to academic governance and academic quality assurance.
- Undertaking such other duties as may be assigned from time to time by the Academic Secretary.

### **Qualifications, experience and skills required**

#### **Essential:**

Applicants must hold a minimum of a primary degree or equivalent and a minimum of 5 years' relevant experience, ideally in higher education administration, preferably including the provision of assistance to institutional academic or related decision-making bodies and/or programme approval (accreditation) processes. Applications from individuals with experience in an equivalently complex quality assurance and/or governance related area would also be welcome.

In addition, applicants should possess:

- excellent oral and written communication skills
- excellent administrative and organisational skills, including a proven ability to meet deadlines and to produce a large volume of high quality documentation to deadline
- a significant knowledge of (academic) governance and (academic) policy development
- a demonstrable commitment to the continuous improvement of process, procedures and, where relevant, related business solutions
- the ability to work flexibly and collaboratively
- the ability to deal confidently with academic and administrative staff at all levels in the University, to understand a wide range of different perspectives and to maintain confidentiality.

#### **Desirable:**

- Legal and/or regulatory qualifications or experience

- The ability to discharge the functions of the role through the medium of Irish.