



Applications are invited from suitably qualified candidates for the following position

**Academic Secretariat  
Professional 6  
Office of the Vice-President Academic Affairs  
Three-year 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 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.

## **Role Profile**

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 to assist 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 support 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**

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

## **Qualifications and Experience**

### **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 comprehension 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 comprehend 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.

## **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 6 - € 58,408.00- € 83,204.00

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

**Closing date:** 14 April 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 Pauline Mooney, Academic Secretary, Office of the Vice-President Academic Affairs  
Dublin City University.

Phone + 353 (0)1 700 8810 Email: [pauline.mooney@dcu.ie](mailto:pauline.mooney@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 *BC220908a Academic Secretariat***

*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](#)*