



Applications are invited from suitably qualified candidates for the following position

**Communications Officer  
Professional 5 (P5)  
Communications and Marketing Department  
Permanent (Full-Time)**

**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 University's Communications and Marketing Department uses its expertise to enable DCU to tell its story effectively across many channels, showing its value and impact on lives and society. It manages all aspects of the reputation of DCU, at a central level and through its support of DCU's

faculties, schools and academics. It comprises a number of strategically focussed teams, which includes Digital Communications, PR/Communications, Marketing and University Events. It is responsible for DCU's digital communications, online engagement, media relations, public relations, external and internal communications, media training and crisis and risk management for the university. It is also responsible for the planning, delivery and support of a wide range of high quality, professional in person and virtual university events.

The Communications and Marketing Department manages the DCU brand and its positioning, all of its central advertising and marketing campaigns, web content, graphic design, videography/photography, and supports individual faculties and units in delivering effective marketing and advertising promotional campaigns and materials.

### **Role Profile**

Reporting to the Communications Manager, the Communications Officer will assist in the implementation of the university's internal and external communications strategies working closely with colleagues in the Communications and Marketing, faculties and units, as well as third party service providers.

The department is currently conducting a review of the university's research communications strategy and this role will play an important part in that process. The candidate requires extensive communications knowledge and a strong sense of news value, storytelling capabilities as well as accurate writing/editing skills to assist in public relations/media promotion of DCU's initiatives, research and events.

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

In addition to the [internal service criteria](#), the ideal candidate will have:

The successful candidate will have a minimum five years' experience working in communications, preferably in a busy agency or multi-disciplinary environment. They will also hold a primary degree, preferably in communications, public relations, journalism or other relevant fields.

### **Essential:**

- Demonstrable experience working in media relations, public relations, communications or journalism;
- Experience working across many different sectors such as research, science, technology or business sectors;
- Exceptional communication skills, both verbal and written;
- Ability to identify and maximise media opportunities for DCU staff and their research;
- Strong interpersonal skills with proven experience of building and managing relationships with internal and external audiences;
- Excellent organisational and IT skills with experience creating content for web and social media channels;

- Experience of working in a busy interdisciplinary team environment to tight deadlines;
- Excellent attention to detail;
- Strong interest in and knowledge of Irish media landscape.

**Desirable Criteria**

- Experience of working with the third-level education sector an advantage;
- Internal communications experience

**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) - € 52,198- €62,889

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

**Closing date:** Thursday, 1<sup>st</sup> December 2022

Please note interview are expected to be held week commencing 16 January 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:**

Mr. Thomas Kelly, Communications Manager, Dublin City University.

Email: [thomas.m.kelly@dcu.ie](mailto:thomas.m.kelly@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/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

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: #BC220944 Communications 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](#)*