



Applications are invited from suitably qualified candidates for the following position

Senior Administrative Officer (Professional Services)
Professional 5
Institute of Education
11-month 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 DCU Institute of Education is the newest faculty of Dublin City University. It is based on a €70 million purpose built facility on the DCU St Patrick's Campus in Drumcondra in Dublin. Established in 2016 as Ireland's first University Faculty of Education, it has a staff of more than 180 and a student body in excess of 4,000.

The Institute brings together students of education across all sectors from early childhood, to primary and post-primary, and further and higher education. As well as providing a range of undergraduate

programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes, at doctoral, masters, diploma and certificate levels.

Committed to academic excellence and innovation, the DCU Institute of Education is confident its students and staff, and its graduates can flourish and lead in the challenging and complex contexts of 21st century education.

The Faculty Office is one of the constituent units of the Institute. Its remit extends across all areas of faculty activity and includes operations management, secretariat provision and project management. It has a staff of 30 working across three teams: Academic Affairs; Placement and Engagements; and Professional Services.

Role Profile

The Institute is seeking to recruit a Senior Administrative Officer (SAO). This position is located within the Faculty Office and is a key administrative management role. The SAO reports to the Faculty Manager or nominee.

The successful individual will lead a team of twelve and is responsible for managing administrative supports to the six faculty schools and two denominational centres. They are also responsible for Faculty professional services operations including HR and accounts management and support the Faculty Manager on budgets and space management.

Duties and Responsibilities

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

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

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

- Hold a degree or equivalent (NFQ Level 7) qualification;
- Have a minimum of 3 years relevant experience in administration, preferably in a higher education environment or other complex or large-scale organisation.
- Have strong organisation skills and the ability to coordinate and progress tasks associated with the post on their own initiative, and contribute to the on-going development and refinement of administrative processes;
- Be capable of motivating team members and will have an appreciation of the wider issues associated with team building and staff development, preferably with team management experience;
- Have a proven track record of achievement in administrative roles;
- Possess excellent communication skills (written and oral) and the ability to influence and negotiate with a range of diverse stakeholders;
- Have flexibility and drive, and an ability to work effectively as part of a wider administrative team.

Please note staff must have successfully completed their probationary period.

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 - €52,198- €62,889

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

Closing date: 23rd December 2022

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

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

Maeve Fitzpatrick, Faculty Manager, DCU Institute of Education, Dublin City University.

Phone + 353 (0)1 700 9030 Email Maeve.Fitzpatrick@dcu.ie

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

Applications should be submitted by e-mail with your completed application form to Maeve.Fitzpatrick@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #NR273 Senior Administrative 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](#)