



JOB DESCRIPTION

**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

The duties and responsibilities of the position include, but are not restricted to, the following:

- Accountable for the day to day line management and development of the Professional Services team;
- Oversee provision of efficient and comprehensive administrative services to the Faculty Schools and Centres;
- Deliver the Faculty Office HR administrative function;
- Support the Faculty Manager on budget development and financial management and act as first point of contact for budget holders;
- Work jointly with key stakeholders, including Heads of Schools, to identify and deliver quality enhancements;
- Participation in and contribution to the Faculty administration management team;
- Any other duties which may be assigned from time to time by the Faculty Manager or nominee.

Qualifications and Experience

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.