



**Dublin City University**  
**Dignity, Respect and Sexual Misconduct Response Manager**  
**Professional 6 (P6)**  
**Fixed Term – Three Year 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.

**Role Profile**

In 2019, the government published a national framework called 'Safe, Respectful, Supportive and Positive: Ending Sexual Violence and Harassment in Irish Higher Education Institutions.' In response to this initiative and in line with our University values, DCU has recently revised and expanded its Dignity and Respect Policy and developed a new Sexual Misconduct Policy with associated procedures.

Within this context, a new role is being created which will focus on ensuring that DCU's Action Plan for Preventing and Responding to Sexual Violence and Harassment is implemented across the DCU

community. In addition, the individual will be responsible for the implementation of the Dignity and Respect at Work and Study Policy and coordinating a response to incidents.

The individual will provide assistance to both the staff and students and therefore will have a dual reporting structure, reporting to both the [Human Resources](#) and [Student Support and Development](#) departments.

The individual will provide guidance to staff and students assisting those experiencing discrimination, harassment, bullying or who have been victims of assault, and will organise initiatives, including training (online and in person), to ensure that a culture of respect is promoted within the University. They will work closely with existing structures and initiatives and build on the work already commenced in this area. The role will develop in line with the needs of the University and guidance at national level.

### **Duties and Responsibilities:**

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

#### **Leadership, Prevention & Protection**

- Overall responsibility for driving culture change on consent, sexual violence, and harassment in the University, with a specific focus on raising awareness, providing education, and conducting training for both staff and students.
- Proactively assist staff members who interact with employees and students disclosing incidents of bullying, harassment, or sexual misconduct, including those that report and those that are respondents.
- Coordinate, inform, and oversee the execution and functioning of DCU's Consent Framework Implementation Oversight Group, tasked with implementing the University's Action Plan for Preventing and Responding to Sexual Violence and Harassment.
- Lead the development of new local initiatives or actions in response to evolving developments or guidelines from the Higher Education Authority (HEA) in this field.
- In partnership with the HR Equality, Diversity, and Inclusion (EDI) Unit and the Student Policy Officer, create and lead on the execution of an education, training, and awareness-raising programme for employees and students, enhancing awareness of sexual violence and harassment and ensuring full comprehension of University policies and compliance responsibilities.
- In partnership with the HR EDI Unit and the Student Policy Officer, develop and lead on the implementation of an education, training, and awareness-raising programme for employees and students, increasing awareness of our Dignity & Respect policies, the duty to comply, and how to address issues that may arise.
- Engage with the DCU [Care & Connect Committee](#) and the Student Policy Officer to integrate student initiatives into the overall education plan.
- Promote the Speak Out anonymous reporting tool in partnership with the Student Policy Officer.

#### **Reporting**

- Establish and oversee effective reporting systems, including anonymous reporting tools to analyse data, develop recommendations and report outcomes to the University and external bodies as required.
- Provide advice and produce related oral and written reports for senior management, to ensure the University meets its statutory requirements under national legislation and to inform future policy development.
- In partnership with the Chief Operations Officers Team and relevant colleagues in HR and SS&D, respond as appropriate to data and reporting requests, such as FoI requests.

### **Policy**

- Be the key university point of contact for information and assistance in relation to the Ending Sexual Violence and Harassment Framework, including the Sexual Misconduct Policy and Procedure, and the Dignity and Respect at Work and Study Policy.
- Assume responsibility for receiving employee complaints related to sexual violence, harassment, and incidents falling under the associated Dignity & Respect policies.
- Act as a first point of contact and offer initial guidance to employees regarding their complaints in line with the provisions of the policy. In conjunction with the HR Wellbeing Team and relevant colleagues, oversee the coordination of appropriate response actions, including referrals to support services for both complainants and respondents.
- Work in association with the Student Policy Officer to address student complaints that are currently managed within Student Support and Development.
- Establish and provide guidance, training, and assistance to the network of Employee Designated Contact Persons across the University in relation to relevant Sexual Misconduct and Dignity & Respect policies.

### **Partnerships**

- Engage with internal and external specialists, agencies, statutory organisations, community and voluntary bodies in order to develop policies and processes in line with best practices to address issues related to bullying, harassment, and sexual misconduct.
- Maintain a cross functional approach to assisting staff and students, including partnership with the Student Policy Officer, Student Support and Development, Head of Learning and Organisational Development (or nominee) and Care and Connect Committees to ensure that the Action Plan for Preventing and Responding to Sexual Violence and Harassment is implemented across the DCU Community.
- In association with the Communications, Marketing & Events Department, develop a communications plan that promotes a culture of dignity and respect for both internal and external stakeholders, including website content and a social media presence.
- Represent the University as required on issues of sexual violence and harassment at internal and external meetings, conferences, and public engagement events.

### **Programme Management**

- Develop necessary action plans to assist the University's leadership and management teams in addressing inappropriate behaviours, eradicating sexual violence and harassment, and drawing on the contributions of partnerships and relevant Working Groups within DCU and across the sector.
- Oversee the implementation of work plans to ensure timely delivery within existing resources.
- Provide insight and ensure alignment with the institutional Athena SWAN Gender Equality Action Plan on matters of consent, and ending sexual violence and harassment.
- Work jointly with identified stakeholders to ensure that action plans have the desired reach and success via established Communication and Education/Training Plans, including development of KPIs to measure the success of the various initiatives.

This role will develop in line with the University's strategic plan, which strives for a culture of respect and trust within the DCU Community. The successful candidate will be expected to show flexibility as this role develops over the coming years.

### **Qualifications and Experience**

The successful individual must have:

- A Primary Degree or equivalent (NFQ Level 7), with a postgraduate qualification in a relevant discipline highly desirable.
- A minimum of 3 years experience working in promoting a safe, respectful, supportive work and/or study environment, prevention of and responding to sexual violence and harassment or in an area related to policy development or equality, diversity and inclusion.
- Knowledge of the concepts and principles of sexual violence and harassment prevention and response.
- Demonstrable comprehensive knowledge of sectoral approaches and initiatives in Higher Education to prevent and respond to sexual violence and harassment.
- Experience of project management, including action planning and preparation of reports for senior management.
- Experience of leading working groups/committees on complex projects from design to completion.
- Excellent oral and written skills, including experience in workshop delivery.
- Ability to work autonomously with ownership of outcomes for key projects.

### **Desirable**

- Relevant training with the Rape Crisis Network, trauma informed care, dealing with victims and survivors.
- Knowledge/experience of investigation processes, stakeholder management, and influencing.
- Evidence of highly effective interpersonal skills including negotiating, relationship building, influencing.

## **Essential Training**

Individuals will be required to undertake the following mandatory compliance training: GDPR, Cyber Security and Compliance. Other training may need to be undertaken when required.