



JOB DESCRIPTION

**PA to Executive Director of Engagement
Professional 3 (P3)
Office of the Executive Director of Engagement
Permanent contract (Full-Time)**

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 Office of the Executive Director for External Engagement is responsible for oversight and strategic development of the University's external engagements and stakeholder relationship management at

local, regional, national and international levels. Areas of responsibility include Student Recruitment, University Alumni Relations, Global Partnerships and Engagement Governance.

The Director for Engagement Governance is responsible for the delivery and operation of a comprehensive Governance Framework and Stakeholder Relationship Management strategy; for the oversight of the University's scholarships programme and for the Cultural Arts Office, overseeing the roll out of DCU's arts and culture initiatives and advancing DCU's profile and impact via appropriate collaborative cultural arts opportunities and engagements.

Role Profile

The post holder will report to the Executive Director of Engagement or nominee(s) and will primarily be accountable for the provision of professional and confidential administrative assistance to the Executive Director of Engagement. The post holder will also work closely with staff in the Department, and will liaise with other academic, administrative and technical units of the university, and with external stakeholders on a regular basis. Duties will also include finance administration and working with the Departmental administrators as necessary. This role will be based in Invent Building in the DCU campus Glasnevin.

Duties and Responsibilities

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

- Providing extensive PA support to the Executive Director, including, but not limited to, scheduling and management of appointments and meetings within a rapidly changing set of priorities and demands.
- Representing, in a highly professional manner, the Executive Director, in acting as the first point of contact for incoming queries from internal and external stakeholders. Where appropriate, actively triaging queries and replying on behalf of the Executive Director
- Managing outgoing communications to other key units (Finance, Estates, Human Resources, ISS) and external stakeholders, to ensure clear and professional messaging and the effective dissemination of information
- Serving as a representative of the Executive Director and her office, and broader University community, and, in doing so, working positively with a range of internal departments and external bodies to resolve diverse queries and issues swiftly and dynamically
- Day to day management and oversight of all operational aspects, to include but not limited to; organising high level meetings, securing venues, preparing agendas and minutes, ordering of supplies and any other tasks relevant to the day to day running of an office
- Maintenance of the finances and accounts for Office of the Executive Director of Engagement; checking invoices and reconciling petty cash, processing orders for equipment and supplies in accordance with purchasing procedures, assisting with external tenders, and reporting work including the preparation of statistical material when required
- Prioritise and lead special projects assigned by the Executive Director or their nominee(s), and follow through on issues in a timely manner

- Managing the filing, retention, and disposal of physical and cloud-based documentation, as necessary
- Event planning, ranging across logistical assistance for internal meetings, functions, and delegations. Working closely, also, with the Engagement team to promote events intrinsic to the strategic objectives of the unit
- Providing administrative assistance to internal processes and proactively working to develop quality assurance mechanisms and enhancements as they pertain to the office of the Executive Director of Engagement
- Provision of support to the wider Office unit, to include offering administrative assistance
- Maintaining a 'front of house' presence to welcome visitors
- Any other duties which may be assigned from time to time by the Executive Director of Engagement or Director of Engagement Governance or their nominee

Qualifications and Experience

- Leaving Certificate or equivalent and a recognised qualification in an area related to administration or office management.
- A minimum of 3 years' previous experience in a personal/executive assistant role.
- A demonstrated ability in the use of various IT systems and packages.
- A strong data analysis, presentation and reporting skills.
- Good verbal and written communication skills.
- Experience of external stakeholder engagement.
- Be capable of undertaking duties requiring initiative.
- Be capable working both as part of a team and on their own initiative while exercising a high level of judgement, confidentiality and discretion.

Essential Training

The post holder will be required to undertake the following essential compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.