



Applications are invited from suitably qualified candidates for the following position

**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 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 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

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:

- 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.

Salary Scale:

Professional 3 (P3) - €37,039 - €46,967

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

Closing date: 9th December 2022

Please note it is expected that interviews will take place on 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:

Ms. Laura Mahoney, Executive Director of Engagement, Dublin City University.

Email: laura.mahoney@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

Applications should be submitted by e-mail with your completed application form to

hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #RC221202 Engagement Office PA**

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](#)