



JOB DESCRIPTION

**Placement Administrator
Professional 4
Faculty Office
DCU Institute of Education
Permanent**

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. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 30 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.

Role Profile

This post is located in the Faculty Office Placements and Engagements Team. The Faculty delivers a range of academic programmes which require students to undertake a period of time on work placement in a school, early childhood or other educational setting. The Placements and Engagements team are responsible for administering the full range of activities associated with student education placements; and are involved in external engagements activity such as internationalisation, the administration of continuing professional development for teachers and the IoE Helpdesk. The successful individual will report to the Assistant Faculty Manager (or nominee) and will work closely with academic colleagues. The person appointed will be responsible for delivering placement and engagement administrative activities and for review and streamlining of routine administrative processes.

Duties and Responsibilities

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

- Effective delivery of placement administrative activities associated with a range of programmes
- Maintain and monitor a placement administration plan and report risks or issues to the Assistant Faculty Manager (or nominee)
- Review, streamline and align placement administrative processes to ensure efficient delivery of quality outputs to stakeholders
- Working closely with the Assistant Faculty Manager (or nominee), liaise with the academic placement coordinators to ensure that the administrative approach across programmes and settings is consistent and of a high standard
- Taking minutes at faculty committee meetings and assist with delivery of committee work
- Contribute to the work of the IoE helpdesk
- General administrative responsibilities associated with placements and engagements, including management of HR activities such as contracts and part-time claims, query handling from staff, students and other stakeholders, logistical planning in relation to placement allocations and tutor assignments and maintenance of Standard Operating Procedures (SOPs).

Qualifications and Experience

Essential

- Individuals for this post must hold a degree or equivalent, and have a proven track record in administration in a complex or large-scale organisation.

Desirable

- Individuals should have a minimum of 3 years' relevant work experience, preferably in a higher education administration environment.
- S/he should be well organised, able to co-ordinate and progress the tasks associated with the post on his/her own initiative, and to contribute to the on-going development and refinement of administrative processes.
- S/he will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent communication, interpersonal and IT skills.

The Key Competencies for this post are as follows

Building and maintaining relationships: Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

Communication: Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner in order to progress the project effectively.

Personal Effectiveness and Excellence: Continuously strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, has effective time management skills and the ability to multi-task and prioritise in a busy deadline driven work environment.

Problem Solving and Decision Making: Demonstrates capacity to analyse and interpret information to identify key issues when solving problems, and knows when to consult with others to inform decision making