



Applications are invited from suitably qualified candidates for the following position:

**Senior Administrative Officer
Professional 5
The Registry
Permanent 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.

The Registry

The Registry is a busy and dynamic office environment with responsibility for the management and delivery of academic administration services to the University community. The primary areas of responsibility include student admission and enrolment; student fee administration; curriculum and student records; and University examinations and awards. The University's room booking function also form part of Registry services. Registry operates two Information Services Areas for students: one at the Glasnevin campus and one at the St Patrick's campus. Registry is currently structured into two main operational teams, Student Enrolment and Student Awards, and is headed by the Director of Registry.

Full details on the organisation structure of the Registry, including its responsibilities can be found at <http://www.dcu.ie/registry/index.shtml>

Student Information System Programme

As part of the DCU Strategy, the University has committed to a number of projects that will transform student and staff interactions and university operations. This multi-year programme will enable new and improved ways of working that will enhance the staff and student experience. The Student Information System (SIS) is at the centre of the university's administrative operations and it facilitates the management of key processes and data. The first step and one of the most critical enablers of achieving DCU ambitions is the implementation of a flexible and robust SIS. This programme of work has now commenced. Implementation of the SIS will transform the way Registry supports academic administration and delivers its services.

The Role

Registry is looking to recruit a Senior Administrative Officer (Professional 5). The person will be primarily located on the Glasnevin campus but may be required to work on any DCU campus. The post of Senior Administrative Officer aims to provide professional and comprehensive administrative services in a range of areas and activities. The post holder will contribute to the primary areas of activity of the Registry, including admissions, international assessments, registration, publications and Registry information services. The duties of the individual may change over time in line with ongoing developments within Registry, the University and nationally.

Principal Duties and Responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

Qualifications, Skills and Experience Required

Candidates must have a Primary Degree or equivalent (NFQ Level 7) qualification in an appropriate area plus 3 years' relevant experience.

In addition, the ideal candidate will have:

- Demonstrated relevant administration experience, preferably in a higher education environment.
- Proven ability to lead a team at various grades.
- Experience of managing projects and operations.
- The ability to meet and adhere to strict deadlines, prioritise and multitask.
- Proven experience of working with IT systems to include large databases and data manipulation.
- Competency in the use of, and contribution to the development of, computerised systems.

- Excellent presentation skills to include experience of presentation and delivery of training to diverse groups.
- Strong interpersonal skills and an ability to build and maintain excellent working relationships.
- Excellent organisational and administrative skills, including attention to detail and report writing.
- Experience of managing meetings

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Additional Information

A Senior Administrative Officer panel for Registry may be formed from this competition. Successful candidates who are placed on this panel may be offered a Senior Administrative Officer fixed term contract role, which arises in the future in Registry. This panel will expire six months following the date of interview for this competition.

Salary Scale: Professional 5 Salary Scale - €53,242 - €64,147.

**Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing date: Wednesday, 19th April 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. Gillian Barry, Deputy Director, Registry, Dublin City University.

Email: gillian.barry@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

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: #RC230220 Senior Administrative Officer

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](#)