Applications are invited from suitably qualified candidates for the following position

Senior Administrative Officer
Professional 5
Faculty of Engineering and Computing
Three Year Fixed Term 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.

Faculty of Engineering & Computing

The Faculty is home to three Schools and hosts or participates in a number of large scale research centres. We offer degree programmes at Bachelors, Masters and PhD levels, while online Level 9 courses are now enabling those in employment to upskill in sought after areas such as Artificial

Intelligence and the Internet of Things. Our graduates continue to be highly sought after by industry, and their continued employability is assured through the Faculty's ever deepening links with industry partners and an evolving curriculum that allows real-world work experience, industry-led team challenges and global engagement in line with DCU's internationalisation strategy. The Faculty is administered through the Professional Support Unit for which the Faculty Manager has overall management responsibility.

Role Profile

The post holder will undertake a role within the Faculty in the context of provision of administrative support, and depending on ongoing needs will mostly be deployed in supporting operational excellence at school level. The successful candidate will be responsible for the management of the school's operational activities in line with the Faculty's internationalisation, research, and teaching and learning strategies. The appointee will work in collaboration with the Faculty Manager to support the Heads of School in achieving operational excellence. The Senior Administrative Officer (SAO) reports to the Faculty Manager or nominee, where the nominee may be a Head of School.

Duties and Responsibilities

The Senior Administrative Officer in the School Operations team will be involved with following areas of activity that are integral to the Schools' successful operation. The duties and responsibilities of the post include, but are not limited to the following:

- Working with the Heads of School (HoS) to deliver excellent administrative support to deliver on the Faculty internationalisation strategy;
- Drafting the work allocation in advance of timetablers commencing the Faculty's timetabling process;
- Working with Heads of School on the annual planning processes, i.e.: student number projections, and pay and non-pay financial projections.
- Providing professional support to Heads of School in partnership with teaching staff in delivering high quality programmes, both on-campus and remotely.
- Providing reports relating to student progression and completion rates.
- Liaising with researchers and research support staff to support the schools' research recruitment, delivery, and reports.
- Assisting in the recruitment of temporary contract staff, to include organising advertising and interviews, supporting the Heads in allocation of workload, management of training, and ensuring timely payment.
- Liaising with the Human Resources office on monthly imminent action reports and ensuring staff requests are raised and processed and appropriately.
- Working with research administration in mapping of teaching activities onto the research student's career path and ensuring that research students who work within the guidelines of the Research Career Framework are credited accordingly.
- Attending University-related meetings on behalf of the Heads of School in the areas such as Health and Safety, GDPR, Cybersecurity, Export Controls, etc., and ensuring that meeting outcomes are disseminated through local Faculty and School committee structures;
- Planning and supporting the administrative aspects of School meetings and ensuring the escalation of items that require Faculty-level decisions.
- Leading and optimizing the School's Internationalisation actions, which includes inter alia:
  - Maintaining familiarization with policy and guidelines surrounding visas, and advising staff on travel to and from international partner locations and embassy-related issues;

- Managing internationalisation strategy budgets.
- Monitoring the effectiveness and implementation of Memorandums of Understanding with partner Universities.
- Managing systems and processes that interact across the University and keeping the Head informed on change in policy and procedures.
- Establishing systems to monitor and report on the performance of international offerings within the School.
- Ensuring resources, support and training are provided to enable colleagues employed locally or remotely to make the best use of available ICT including teaching, learning and assessment systems.
- Providing reports on international student progression and performance.

Minimum Internal Service Criteria
Please note that internal service criteria will apply

Experience skills and Qualifications

The successful candidate must hold a primary degree or be a professional 4 grade without a Primary Degree or equivalent , with 3 years experience at Professional 4 level in DCU. Candidates must have a proven track record of success in administration management, have excellent interpersonal, communication and organisational skills, and have the ability and confidence to make decisions on a wide range of administration-related matters. They should be an experienced line manager, capable of motivating team members and have demonstrated experience of stakeholder management and working effectively with different stakeholders to achieve positive outcomes.

In addition, the successful candidate must have:
- strong quantitative reasoning skills.
- competence in the use of complex IT systems.
- a capacity for proactive thinking and planning.
- excellent writing skills.
- excellent interpersonal and communication skills – both written and verbal.
- a positive work ethic and outlook with demonstrable commitment to high quality in their work.
- strong problem-solving abilities.
- experience of coordinating and managing projects.
- the ability to work independently as well as part of a team.

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.

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](#)