



Applications are invited from suitably qualified candidates for the following position

**Administrative Officer  
Professional 4  
DCU Estates Office  
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 Estates Office is responsible for the management of the University's physical assets and the provision of facilities services in a multi-campus environment.

**Role Profile**

As part of the Estates Team, the successful applicant will work within a number of specified areas, as determined by the Office Manager or their nominee, to provide professional and comprehensive administrative and support services to the Estates Team. The role involves the use of multiple

business systems, adherence to strict deadlines, the ability to deal efficiently with financial systems and to simultaneously progress multiple processes and reports. As such, the range of duties and responsibilities of the post holder may be subject to change.

The location for this position is not solely based on Glasnevin campus, it is envisaged that post holder will be required to provide services at any of the University campuses including travel between campuses to carry out duties and training from time to time as the need arises.

### **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

### **Qualifications and Experience**

- Applicants for this post must hold a degree or equivalent and have a proven track record in administration in a complex or large-scale organization, preferably in a higher education environment.
- The candidate should be well organised, able to co-ordinate and progress the tasks associated with the post on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes.
- The candidate will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.
- The ideal candidate will have a minimum of 5 years relevant work experience and demonstrate substantial competency in the use and development of a wide variety of IT systems. Applicants should show considerable attention to detail, be a self-starter with a customer service-oriented outlook and have very good organisational skills.
- Experience in the use of DCU systems such as Agresso, CORE would be desirable.
- Be self-motivated, well organized, able to plan, coordinate and progress tasks on their own initiative.
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus.
- Have excellent interpersonal and communication skills applicable across students and staff in all roles.
- Demonstrable commitment to high quality in their work and be capable of multi-tasking.

### **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.

### **Salary Scale:**

Professional 4 - €39,939.00 - €59,306.00

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

**Closing date:** *Tuesday, 23<sup>rd</sup> May 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:**

Coreen Malone, Office Manager, Estates Office, Dublin City University.

Phone + 353 (0)1 7005343 Email: coreen.malone@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/vacancies-current-vacancies-external-applicants>

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

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref #RC230312 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](#)*