



JOB DESCRIPTION

**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

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

- Provide administrative support across all Estates Office activities, including Helpdesk and general office support.
- Provide general administrative support across the administration team as and when required.
- Input into and management of the Estates Office web page content and update on a regular basis.
- Support the Senior Administrator in departmental finance monitoring and reporting.
- Carry out day to day processing of financial tasks on the University Agresso system relating to the processing of requisitions, sales orders invoices, meeting payment deadlines, intercompany transactions, recording or campus specific recharges, some access control and general administration.
- Assist in processing of purchase orders, including following up on financial issues relating to invoicing and payments associated with project works carried out by the Estates.
- Preparing reports and providing statistical information.
- General office administration and records management.
- Information services for general queries from stakeholders and students.
- Participation in Estates Office Meetings and minute taking including H&S Risk Assessments.
- Any other duties which may be assigned from time to time by the Head of School/Unit or his/her nominee.
- Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive as it is envisaged additional responsibilities will be added to the role as the University develops into the future. Other duties will be assigned according to the needs of the Estates office and University.

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.