



JOB DESCRIPTION

Senior Administrative Officer (Placements and Engagements)

Professional 5

DCU Institute of Education

3 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.

Overview of the department

The DCU Institute of Education is the newest faculty of Dublin City University. It is based on a €70 million purpose built facility on the DCU St Patrick's Campus in Drumcondra in Dublin. Established in

2016 as Ireland's first University faculty of Education, it has a staff of more than 180 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.

Committed to academic excellence and innovation, the DCU Institute of Education is confident its students and staff, and its graduates can flourish and lead in the challenging and complex contexts of 21st century education.

The Faculty Office is one of the constituent units of the Institute. Its remit extends across all areas of faculty activity and includes operations management, secretariat provision and project management. It has a staff of 30 working across three teams: Academic Affairs; Placement and Engagements; and Professional Services.

Role Profile

The Institute is seeking to recruit a Senior Administrative Officer (SAO). This position is located within the Faculty Office and is a key administrative management role. The SAO reports to the Assistant Faculty Manager (Placements and Engagements) and is accountable for delivery of critical faculty outputs. The person appointed is also expected to make a significant contribution to the attainment of the Faculty's operational objectives through their membership of the Faculty Office Management Team.

The SAO will manage a team of staff to ensure timely and quality delivery of key functions related to team mission which covers placements, internationalisation, student recruitment, the IoE Helpdesk and professional developments and partnerships. The SAO will support the AFM in establishing appropriate and rigorous regulatory structures and will also provide the secretariat to faculty committees. The person appointed will also be allocated responsibility for progressing faculty office projects.

Duties and Responsibilities

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

- Planning, process management and operational delivery in placements
- Work in collaboration with placement academic coordinators to deliver placement requirements and to review and improve processes
- Line management and leadership of an administrative team in the area of placements and engagements
- Manage secretariat provision to faculty committees(s)
- Coordinate team training on the use of DCU systems
- Develop and analyse reports across DCU systems

- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within Faculty and of data maintained by the Faculty
- Contribute to the Faculty Office Management team and to the on-going enhancement and development of the Faculty
- Undertake other duties or projects as assigned by the Assistant Faculty Manager

Qualifications and Experience

- The successful candidate must hold a Primary degree or equivalent (NFQ Level 7), with a minimum of three years' relevant experience.
- Applicants must have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment.
- Candidates who have a demonstrable track record in effectively administering multifaceted processes and operation would be particularly welcome.
- Applicants must possess strong IT skills.
- Excellent social, communication and organisational skills are essential.
- The candidate should have the ability and confidence to make decisions on a wide range of administration related matters.
- Prior experience in placements would be desirable.
- They should be able to demonstrate their potential in relation to motivating and supporting a team and in the development of staff.

Please note staff must have successfully completed their probationary period.

In addition to internal service criteria, the successful candidate should be able to demonstrate:

- Strong problem-solving and technical skills including proficiency in use of complex IT systems, quantitative reasoning skills and a capacity for proactive thinking and planning.
- Excellent social skills with the potential to develop strong team management skills.
- The ability to effectively administer a range of complex activities including decision-making in relation to resourcing, prioritisation and risk escalation.
- Excellent written and verbal communication skills; the ability to work successfully with a range of stakeholders.