



Applications are invited from suitably qualified candidates for the following position

**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

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

Minimum Internal Service Criteria

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

Please note staff must have successfully completed their probationary period

In addition, the successful candidate will ideally have:

- 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.
- 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.

Essential Training

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

Salary Scale:

Professional 5 - €53,242- €64,147 (refer to [DCU Payscales](#) for the applicable payscale for the role.)

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

Closing date: Friday 28th July 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:

Caitríona Ní Mhurchú, Assistant Faculty Manager (Placement and Engagements), DCU Institute of Education, Dublin City University.

Phone + 353 (0)1 7009027 Email: caitrona.nimhurchu@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/hr-current-vacancies-internal-competitions?check_logged_in=1

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 RC230605 Senior Administrative Officer (Placements and Engagements)**

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](#)