Applications are invited from suitably qualified candidates for the following position:

Senior Administrative Officer (Research)
Professional 5
Faculty of Engineering & Computing
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 Faculty

The Faculty comprises three Schools, namely Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. There are also a number of significant research institutes/centres within the Faculty. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Office for which the Faculty Manager has overall management responsibility.

The administrative infrastructure which supports Faculty activity is the remit of the Faculty Support Unit.

The Role

This position is located within the Faculty Office and is based on the Glasnevin campus. The post holder will play a leadership role within the Faculty Support Unit. S/he will be responsible for the efficient and effective management and co-ordination of operational activities within the Faculty administrative framework. The appointee will work with other Units to input into, and remain informed of, systems developments and to ensure the efficient and streamlined delivery of processes. The Senior Administrative Officer (Research) reports to the Faculty Manager/nominee.

Principal Duties and Responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Qualifications, Skills and Experience Required

The successful individual must hold a primary degree (NFQ Level 7) and three years relevant experience, have a proven track record of success in administration management, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration related matters.

The successful individual must also have:

- Excellent interpersonal and communication skills applicable across students and staff in all roles.
- A positive work ethic and outlook.
- The ability to work independently as well as part of a team.
- Excellent organisational skills.
- Strong quantitative reasoning skills.
- Competence in use of complex IT systems.
- Capacity for proactive thinking and planning.
- Excellent writing skills.
- Good problem-solving and project management abilities.
- Demonstrable commitment to high quality in their work.
- Flexibility appropriate to an ever-changing environment.

In addition, the successful individual will ideally have:

- Knowledge of the Irish education system.
- Prior experience of administering multifaceted processes in a large-scale organisation.
- Knowledge of research communications, marketing and/or event management.
- A flexible positive attitude with strong stakeholder service focus.
- Demonstrable commitment to high quality in their work.

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

Essential Training

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

Salary Scale: Professional 5 Salary Scale - €53,242 - €64,147
Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.

Closing date: Tuesday, 26ᵗʰ September 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:
Ms. Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, Dublin City University.
Phone: (01) 700 5500.
Email: michele.pringle@dcu.ie

Application Procedure:
Application forms are available from the DCU Current Vacancies website at
https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions

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: #RC230725 Senior Administrative Officer (Research)