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

The Senior Administrative Officer (Research), in the Faculty of Engineering and Computing, will be associated with the following areas of activity, integral to the Faculty's successful operation, specifically in the management and delivery of research related administrative support.

The post holder will be assigned duties in respect of these areas as Faculty needs dictate and will be responsible and accountable for supporting the delivery of the research strategy of the Faculty. The range of associated duties is dictated by ongoing developments within the Faculty and the University at large and, as such, may be subject to change.

The duties and responsibilities attaching to the post include but are not limited to the following:

Research Administration
- Providing expertise on the environment in which Faculty research is carried out by maintaining knowledge of relevant national policies, and institutional regulations, policies, infrastructure and supports.
- In conjunction with the Faculty's Senior Management Team ensuring the monitoring, collection and timely reporting of research activities and outputs for Faculty Management Board and to the Executive Dean for decision making and driving the Faculty in line with the University's research strategy.
- Responsibility for the design of reports, data gathering and verification for research activities and outputs at all levels across the Faculty. This includes integrating data originating from RIS / OVPR, GSO, Registry, PowerBi, SciVal, the Institutional Analysis Office, and/or larger research centres in the Faculty.
- Supporting the Dean's nominee (usually the Associate Dean for Research) and the Faculty's strategic planning team in respect of initiatives targeted at Key Performance Indicators (KPI) in research.
- Responsibility for delivering administrative support to the Faculty Committee for Research and, in conjunction with the Chair and other members, managing and delivering faculty-based administrative support in respect of the committee's activities, liaising with central offices as appropriate. This includes development and implementation of processes and mechanisms related to activities of the Committee.
- Responsibility for delivering administrative support to the Faculty Research Ethics Committee and, in conjunction with the Chair and other members, managing and delivering faculty-based administrative support in respect of the committee's activities, liaising with central offices as appropriate. This includes development and implementation of processes and mechanisms related to activities of the Committee

- Responsibility for administration related to the awarding of research degrees and for GTEs either run or taken by members of the Faculty. This includes managing the academic structure and exams processes for all research qualifications and research students.
- Management of the Scholarship / Stipend Administration process and reporting on same.
- Devising and monitoring quality assurance mechanisms to ensure the accuracy, completeness and integrity of relevant processes within the Faculty and of research related data maintained by the Faculty and/or provided by the Faculty to central offices, liaising with those offices as appropriate.

Research Communications and Marketing
- Manage internal and external communication relating to research events, successes and priorities to internal and external stakeholders. This will involve close liaison with research active colleagues in the Faculty and RIS systems to capture and report research activities, including publications, funding etc.
- Working closely with Faculty academics and central units, in line with university strategy to advance or research reputation and impact, to publicise funding awards, activities, publications, media appearances and all elements of research news, in furtherance of growing the impact of said research.
- Identifying and suggesting novel means of communicating research externally and/or new avenues for research engagement.
- Managing the Faculty's research-related web pages on an ongoing basis.

Research Events
- Management, planning and running of Faculty level research events.
- Mapping of a suite of research-related events onto the academic calendar, with a view to meaningful engagement and development of our doctoral community.
- Working closely with the Faculty marketing team to develop a communications strategy to publicise events and research news items both internally and externally.

Undertake any other duties as may be assigned by the Faculty Manager/nominee or the Executive Dean.

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.

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.

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