Applications are invited from suitably qualified candidates for the following position

Trainer
Student Information Systems (SIS) Programme,
Office of Vice-President Academic Affairs (Registrar)
Up to 2 Year Fixed Term Contract
Professional 3 (P3)

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2017-2022, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Program has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational excellence.

Role Profile

A Project Management Office (PMO) has been established to co-ordinate and lead delivery, financial, resource, and risk management, working closely with the SIS Program Delivery Streams and the solution provider(s). The SIS programme team now seeks to recruit a Trainer to design and deliver training activities as part of the SIS Programme. This role will report to the SIS Training Lead.

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

Qualifications and Experience

Essential
- Primary degree or equivalent (NFQ level 7) with a relevant professional qualification (or equivalent evidence of experience)
- A minimum of 1 year relevant experience including: training, learning & development or systems implementation

Advantageous
- Experience of assisting a digital transformation project would be an advantage.

In addition, the successful individual will ideally have:

- Excellent communication skills including the ability to present to a large audience both online and in person.
- Experience in designing training content, ideally to support systems implementation and/or digital transformation.
- Experience in reviewing documentation such as business requirements, specifications and technical design documents in order to develop training content.
- Ability to operate in a busy project environment.
- Ability to build great relationships and work collaboratively across a number of different teams, projects and locations.
- Excellent planning and organisational skills with the ability to manage schedules, deliver to deadlines and prioritise workload.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation,

Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Professional 3 - €35,475- €45,114

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

Closing date: Friday, 28th October 2022

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 Caroline Chambers, Deputy Director, SIS Programme, Dublin City University.
Email: caroline.chambers@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/vacancies-current-vacancies-external-applicants

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: #ST1743 Trainer

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