



JOB DESCRIPTION

**Senior Administrative Officer
Professional 5
Faculty of Science and Health
11-month Contract**

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

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical

Sciences, Health and Human Performance, Mathematical Sciences, Nursing, Psychotherapy and Community Health, Physical Sciences, and Psychology together with three National Research Centres and a number of large-scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Role Profile

The post holder will work with the Executive Dean and Senior Administrative team to assist the Faculty in achieving its strategic objectives. The Senior Administrative Officer will report to the Faculty Manager or nominee(s) and will liaise closely with the faculty administrative team, heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units, and external stakeholders on a regular basis.

Duties and Tasks

The post holder will provide a professional and comprehensive administrative service in support of a range of activities across all of the primary functions of the Faculty. The duties and tasks of the post may include, but are not limited to, the following:

- Line manage and lead a number of administrative staff in the provision of operational excellence, providing administrative leadership and setting and maintaining high standards of effectiveness and efficiency
- Provide appropriate, high-level administrative assistance to one or more Executive Faculty Committees and projects, in conjunction with relevant academic and administrative staff
- Contribute significantly to the Faculty administration management team and to the ongoing enhancement and development of the Faculty administration framework
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within Faculty and of data maintained by the Faculty and/or provided by the Faculty to central offices, liaising with those offices as appropriate.
- Represent the Faculty, as necessary, in various fora, both within and outside the Faculty and University
- Undertake any other duties as may be assigned by the Faculty Manager or nominee
- General faculty administration and records management, in line with General Data Protection Regulation (GDPR) requirements and university policy including Freedom of Information (FOI) requests.
- Participation in and contribution to school, faculty and university working groups and committees and infrastructural development projects.
- Any other duties which may be assigned from time to time by the Dean or his/her nominee.

Qualifications and Experience

- Applicants for this post must hold a primary degree, or equivalent, and have a proven track record (minimum three years) in administration in a complex or large-scale organisation, preferably in a higher education environment.

- Applicants must possess excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration related matters
- Applicants must possess strong IT and project management skills and be able to demonstrate competency in the use and deployment of a wide variety of business systems.
- The successful applicants will be capable of motivating team members and will have an appreciation of the wider issues associated with team building and staff development.
- The successful applicants will be well-organised, able to coordinate and progress tasks associated with the post on their own initiative, and contribute to the ongoing development and refinement of administrative processes.