



Applications are invited from suitably qualified candidates for the following position

**Business Analyst**

**Professional 5**

**Student Information Systems Program, Office of Vice-president Academic Affairs**

**12 Month 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**

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2018-2023, 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 Programme 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. The SIS programme has been mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

### **Role Profile**

The role of Business Analyst is designed as a development pathway for post-holders to assist them to be competitive for more senior level Business Analyst roles should the opportunity arise. Working as part of the SIS Program Team and reporting to the Design & Configuration Lead, the Associate Business Analyst will have general responsibilities to support the program delivery and specific responsibilities relating to activities covered by the Business Design & Configuration Delivery Stream which is responsible for the functional design and configuration of the new SIS. This is a 12-month Fixed Term Contract with potential further opportunities within the University.

### **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 individual must possess a primary degree or equivalent (NFQ level 7), preferably in Information Technology, Computer Science or other relevant field.
- Minimum of 2/3 years' relevant experience which should include experience in the specification and implementation of business solutions.
- The ability to work in partnership with a variety of stakeholders at multiple levels is essential.
- A proven track record working on projects and business transformation solution implementation.
- A demonstrable aptitude for business process design and solution.
- The ability to understand complex processes and system capability and translate the information to consumable outputs for all levels and departments in the organisation.
- A clear appreciation of information technologies, in particular, the following: relational databases, internet technologies, workflow, software development tools and technologies, and systems' integration techniques.
- Familiarity with the software development lifecycle, and an appreciation of enterprise architecture.
- Excellent social and communications skills (written and oral).
- Be a strong team player, with ability to work under pressure to deadlines and be self-motivated.

### **Desirable:**

- Experience in the use of and/or certification project management and/or process improvement methodologies such as Prince2, Six Sigma, Lean or Agile would be

- advantageous.
- Awareness of academic or other complex administrative processes and related supporting technology

### **Essential Training**

The successful individual 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 5 - € 53,242 - € 64,147

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

**Closing date:** Friday 14<sup>th</sup> July 2023

**Additional Information:** *Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.*

**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. Natasha Maher, Experience Lead, SIS Programme, Office of Academic Affairs, Dublin City University.

Email: [Natasha.maher@dcu.ie](mailto:Natasha.maher@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](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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**  
**#ST1830b Business Analyst**

*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](#)*