



Applications are invited from suitably qualified candidates for the following position

**Centre Administrator
Professional 4
DCU Anti-Bullying Centre / UNESCO Chair on Bullying and Cyberbullying
24 Month 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.

DCU Anti-Bullying Centre

DCU Anti-Bullying Centre is a University-Designated Research Centre based in DCU's Institute of Education with members drawn from all faculties of the university and from other universities. The Centre hosts the UNESCO Chair on Bullying and Cyberbullying and is currently working with four Government Departments including a Service Level Agreement with the Department of Education. There are almost 50 members of the Centre currently involved in 20 research projects that are funded by Government, European Commission, Irish Research Council, Rethink Ireland, and industry partners.

The Centre is committed to collaborative and engaged research that addresses real world problems in society.

Role Profile

The Centre wishes to appoint a full-time Centre Administrator who will coordinate the efficient day-to-day operation of the Centre which is located on DCU All Hallows Campus in Drumcondra. The Centre Administrator will define, implement and roll-out best practice informed operational procedures for the Centre, Centre staff and wider associated team. S/he will ensure efficient and timely interaction with stakeholders across the University and externally. The Centre Administrator will report directly to the Centre Director of Engagement.

Duties and Responsibilities

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

Qualifications and Experience

- Candidates must have a Primary Degree or equivalent (NFQ Level 7) and at least three years relevant work experience. Applicants for this post must have a proven track record in project management over several years, preferably in a higher education environment.
- Ideally applicants should have a good knowledge of and ability to work with the Irish primary and post-primary school system as well as a variety of commercial environments.
- S/he will be well organized, be able to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement, and co-ordination of the management processes.
- The post-holder must possess the ability to work effectively as part of wider Centre teams. She/he must also have excellent communication and interpersonal skills and be dedicated to delivery of an outstanding service.

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 4 - €39,939.00- €59,306 refer to [DCU Payscales](#) for the applicable payscale.

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

Closing date: *Wednesday 10th May 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:

Darran Heaney, Director of Engagement, DCU Anti-Bullying Centre, Dublin City University.

Phone + 353 (0)1 700 9002 Email: darran.heaney@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:

Job Ref #ST1855 Centre Administrator

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](#)