



## **JOB DESCRIPTION**

### **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**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Responsible for the smooth operation of the Centre
- Act as the first point of contact for the Centre for both internal and external queries ensuring timely resolution and liaise with other University Units on relevant matters.
- define, implement and roll-out best practice informed operational procedures for Centre and Centre staff,
- Provide administrative assistance to the Centre and to the Centre's Director and Director of Engagement in a variety of areas as required.
- Assist and work to ensure the efficient day-to-day running of all aspects of the Centre and Project Management operations of the Centre.
- Organise Travel, produce Minutes, agendas and related documentation associated with Centre and Centre meetings or other meetings as required.
- Assist with Coordination, management, and implementation, as applicable, of Centre and Project supported conferences, workshops, internal seminars, meetings, and events and assist staff with event preparations as required.
- Provide Administrative assistance as required for the organisation of site visits for research bodies and funding agencies and assist in the preparation of associated literature and paperwork where necessary.
- Update both internal and external information systems for reporting and data metrics.
- Where required develop a communications framework for projects that would include websites and dissemination materials as applicable.
- Other tasks as determined by the Centre's Director and Director of Engagement

### **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.