



JOB DESCRIPTION

**UX/UI Design & Content/Editor
Professional 3
DCU Anti-Bullying Centre
12 months (Part-Time 0.2 FTE)**

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

DCU Anti-Bullying Centre is a University Designated Research Centre located in DCU Institute of Education and involving scholars from across all of the University's five faculties. Researchers at the Centre have a global reputation for innovation in research and education on bullying, wellbeing, and

digital safety. The Centre hosts the UNESCO Chair on Bullying and Cyberbullying and the International Journal of Bullying Prevention. Researchers at the Centre work with colleagues in other universities and colleges in Ireland and as part of the European Consortium of Innovative Universities (ECIU) has an ongoing strategic relationship with the Norwegian Centre for Learning Environments and Behaviour at University of Stavanger. Our team are also engaged in projects with industry partners to ensure that our research is transformed into solutions for real world problems.

Role Profile

We are seeking a motivated and curious individual to oversee and contribute to our content, design and user experience on an app aimed at supporting children and young people being well and safe online. Reporting to the Senior Project Manager, s/he will be responsible for writing, editing, researching and coordinating content for the App and other solutions produced in the Centre. This will also include working with external industry partners.

Duties and Responsibilities

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

- Liaising with the funder as required.
- Engaging with the partner UX and Engineering teams, in relation to the App Design overall, in particular in relation to matters concerning UX/UI
- Working closely with the Foundation and Research team on new features
- Managing the creation of content pieces for the App, including the production of audio & video
- Responsible for design elements in relation to our content and project deliverables
- Management of content that can be transferred into a meaningful user experience in the App - creation, curation and editing.
- Supporting the research team as they create content, to transfer it into a meaningful user experience in the App.
- Contributing to other Centre projects as required.

Qualifications and Experience

In addition to the [internal service criteria](#), the ideal candidate will have:

- Evidence of strong creative and editorial abilities
- Thoroughness, accuracy and attention to detail
- Strong team working abilities
- Interest in bullying and cybersafety, particularly among young people
- Time management skills, ability to work on own initiative and capacity to work to deadlines.
- Skills in design, including experience with Figma, Canva, Adobe.
- Writing, copy editing, and proofreading experience.
- Experience developing content for young people

Candidates will be assessed on the following competencies:

Team Working

Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take a focused approach to developing contacts throughout DCU. Experience of working successfully in a team environment. Demonstrates a “can do” attitude and is flexible in their approach with ability to work on own initiative.

Personal Effectiveness/Excellence

Continuously strives to achieve high standards in the completion of tasks and in his/her approach to working with people. Demonstrates a high level of enthusiasm. Works in a structured and organised fashion and with a high degree of attention to detail. Is effective in planning and managing their workload and in sharing information. Has a comprehension of and experience in accounting processes, excellent working knowledge of Microsoft Office Suite and the use of complex IT systems (e.g. databases).

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the work demands to relevant stakeholder in an engaging and convincing manner in order to achieve goals effectively. Respects the importance of privacy and operating in a discreet and diplomatic manner.

Knowledge of Processes & IT

Has an understanding of and experience in accounting processes, excellent working knowledge of Microsoft Office Suite and the use of complex IT systems (e.g. databases).

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