



## **JOB DESCRIPTION**

### **Senior Administrative Assistant (Grade V) Faculty of Engineering and Computing Three Year Fixed-Term Contract**

#### **Dublin City University**

Dublin City University [www.DCU.ie](http://www.DCU.ie) 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 and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also 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 Engineering & Computing is made up of the School of Electronic Engineering, School of Mechanical & Manufacturing Engineering and the School of Computing; each is managed by a Head of School. The Executive Dean is the de facto Chief Executive Officer. The Faculty is administered through the Professional Support Unit for which the Faculty Manager has overall management responsibility.

#### **Role Profile**

The Faculty is now recruiting for a Senior Administrative Assistant who will undertake a role within the Faculty in the context of provision of administrative support. They will be responsible for the management of the School's operational activities in line with the Faculty's internationalisation, research and teaching and learning strategies. The post holder will strive to achieve operational excellence within the Schools.

## Relationships

The appointee will work in collaboration with the Faculty Manager to support the Heads of School in achieving operational excellence. The Senior Administrative Assistant reports to the Faculty Manager/nominee.

## Duties and Responsibilities

The duties and responsibilities of the post include, but are not limited to the following:

- Working with the Heads of School (HoS) to deliver excellent administrative support to deliver on the Faculty internationalisation strategy.
- Drafting the work allocation in advance of timetablers commencing the Faculty's timetabling process.
- Working with Heads of School on the annual budgetary planning processes ie: student projections, pay and non-pay projections.
- Providing professional support to Heads of School in partnership with teaching staff in remotely delivering high quality programmes. They will also be responsible for the provision of reports around student progression and completion rates.
- Liaising with researchers and research support staff to support the Schools' research recruitment, delivery, and reports.
- Assisting in the recruitment of temporary/casual staff (to include organising advertising, interviews, supporting head in allocation of workload, management of training, and ensure a timely process around payments).
- Liaising with HR on monthly imminent action reports and ensuring staff requests are raised and processed through the system
- Working with the Research Administrator in mapping of teaching activities onto the research students career path, and ensuring that research students who work within the guidelines of the Research Career framework are credited accordingly.
- Attending University related meetings on behalf of the Heads in the areas such as Health and Safety, GDPR etc., and ensuring that meeting outcomes are disseminated through local committee structures.
- Planning and supporting the administrative aspects of School meetings and ensuring the escalation of items that require Faculty-level decisions.
- Leading and optimizing the School's Internationalisation actions which includes *inter alia*:
  - Understanding policy and guidelines surrounding visas, advising staff on travel to and from international partner locations, and embassy related issues.
  - Managing internationalisation strategy budgets
  - Monitoring the effectiveness and implementation of Memorandums of Understanding with partner Universities.
  - Managing systems and processes that interact across the University and keeping the Head informed on change in policy and procedures.
  - Establishing systems to monitor and report on the performance of International offerings within the School
  - Ensuring resources, support and training are provided to enable colleagues locally or employed remotely to make the best use of available ICT including teaching, learning and assessment systems
  - Providing reports on international student progression and performance
- Maintaining of the School website and ensuring that it is up to date and meeting the University's branding guidelines
- Acting as the School's Health & Safety information point by maintaining an up to date School health and safety policy statement.

Duties and responsibilities can change over time and other duties may be assigned by the Faculty Manager or nominee

## **Qualifications and Experience**

### **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 ideal candidate will have:**

- a proven track record of success in administration management
- demonstrated experience of stakeholder management and working effectively with different stakeholders to achieve positive outcomes
- strong problem solving and quantitative reasoning skills
- competence in the use of complex IT systems
- strong organisational skills with a capacity for proactive thinking and planning
- excellent interpersonal and communication skills - written and verbal
- the ability and confidence to make decisions on a wide range of administration related matters.
- a positive work ethic and outlook with demonstrable commitment to high quality in their work
- experience of coordinating and managing projects
- the ability to work independently as well as part of a team

### **Mandatory Training**

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.