



Applications are invited from suitably qualified candidates for the following position:

**PA to the Vice President of Research and Innovation / Research Office Secretary**  
**Secretary Grade III**  
**Research and Innovation Support**  
**Permanent**

**Overview**

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.

**Role Profile**

The Secretary Grade III will report directly to the Research Support Manager in the Research Support unit. The post-holder will be responsible for the provision of PA duties to the Vice-President for Research and Innovation. They will also provide professional and comprehensive administrative support/services to the staff in the Research Support unit. S/he will be well organised and be able to co-ordinate and progress with initiative the duties associated with the post, and contribute to the ongoing development of the associated administrative processes.

### **Duties and Responsibilities**

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

### **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, it is desirable that the candidate have a subset of the following skills

- Strong communication and social skills to communicate effectively with all levels of stakeholder, both verbally and in writing
- Excellent administrative skills, a thorough knowledge of Microsoft Office applications and considerable experience working in a systems driven office environment
- Experience of working in an environment where a high level of integrity and confidentiality is required
- Effective time management skills in order to multi-task, and be able to prioritize to meet varying tasks and deadlines without compromising attention to detail and quality of delivery
- Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization, and have flexibility with working hours.

#### **Competencies required for this post are:**

**Building and Maintaining Relationships:** Has ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.

**Personal Effectiveness/Excellence:** Continuously strives to achieve high standards in the completion of tasks and in our approach to working with people.

**Team Working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

**Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Respects the importance of privacy and operating in a discreet and diplomatic manner

### **Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training:

Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

**Salary Scale:** Secretary Grade III, Salary Scales. €34,624 - €44,167

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Secretary Grade III salary scale, in line with current Government pay policy.*

**Closing Date:** Wednesday 30<sup>th</sup> June 2021

**Please note:** Candidates must be available to interview on the 15<sup>th</sup> of July 2021

**For more information on DCU and benefits please visit:** [Why work at DCU?](#)

**Informal Enquiries in relation to this role should be directed to:**

Fiona Brennan, Research Support Manager, Research and Innovation Support, Dublin City University

Email: [fiona.brennan@dcu.ie](mailto:fiona.brennan@dcu.ie)

Phone: **01 700 7011**

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>

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:**

**Job Ref #BC0618 PA to the VP for Research and Innovation/RIS Office Secretary**

*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](#)*