



## **JOB DESCRIPTION**

### **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**

The duties attaching to the post include, but are not confined to, the following:

- Acting as the first point of contact to external and internal stakeholders, screening and handling queries as appropriate.
- Providing PA support to the Vice-President for Research and Innovation, including responsibility for the scheduling and management of appointments, meetings and travel arrangements within a rapidly changing set of priorities and demands.
- Co-ordinating meetings and diary management for the Director of Research as required.
- Attending and recording minutes for meetings when appropriate.
- Responsibility for research support office administration including procurement duties, room bookings, support for events, and other day-to-day duties relevant to the running of the office.
- Organizing major research support events, e.g. President's Research Awards.
- Maintenance of unit finances and accounts; checking invoices, processing orders for equipment and supplies in accordance with purchasing procedures, assisting with external tenders, and reporting work including the preparation of statistical material.
- Liaison as appropriate with other RIS teams and central university units, such as Finance, Estates, Human Resources and President's Office
- Provision of support to the Research Support team as required, e.g. with the administration of internal research calls and associated processes, or unit website updates.
- Any other duty which may be assigned from time to time by the Head of Unit or his/her nominee.

## **Qualifications and Experience**

Candidates must have a Leaving Certificate, or equivalent; a recognised secretarial qualification and at least five years' relevant proven experience providing executive secretarial support in a large organisation.

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.