



Rankings Performance Analyst (Grade 5.2)
DCU Quality Promotion Office (QPO)
Permanent Contract

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing university and today hosts more than 17,800 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus).

DCU Quality Promotion Office (QPO)

The DCU Quality Promotion Office (QPO) has been established to promote, support, and facilitate quality improvement activities across academic and administrative units throughout the University. The Unit co-ordinates and supports the University internal quality review process, providing assistance and advice to Heads of Schools, Deans of Faculties and Directors of Units, as well as providing analysis and information to support an evidence-informed approach to reflection, evaluation and planning as part of the review process.

The Unit is also responsible for managing the University's approach to participation in university rankings. This includes co-ordinating the submission of data to external rankings agencies, analysing and understanding DCU performance in University rankings, and working with stakeholders to develop plans and strategies aligned to university ranking performance improvement.

Role Profile

The DCU Quality Promotion Office (QPO) is seeking to appoint a Rankings Performance Analyst. In the last 10 years, the number and of complexity of various university rankings has increased considerably. Multiple ranking agencies now publish university rankings at institutional and academic subject level, while others focus on specific themes, including graduate employability, sustainability and university contributions to the UN Sustainable Development Goals. The appointment of a Rankings Performance Analyst will support the University in increasing awareness and understanding of a range of university rankings across the organisation, and lead the University's approach to engaging with a prioritised range of university rankings. The role will also develop and implement strategies to promote further improvement in DCU's performance in rankings.

The post holder will report to the Director of Quality Promotion and Institutional Research and will be a key member of a small and vibrant team within the University. The post-holder will work closely with the University's leadership team, and have regular briefings with the President, Deputy-President, and other members of the University's senior management team. In addition, the successful candidate will work in close collaboration with the University's Executive Deans, Associate-Deans, Faculties and Schools and key external stakeholders in fulfilling their role.

Duties and responsibilities

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

Qualifications and Experience

Candidates must have a primary degree or equivalent (NFQ Level 7), in an appropriate area such as data analysis, strategy development, marketing, business planning or project management plus 3 years' relevant experience

In addition, the ideal candidate will have

- Demonstrated relevant experience working with data sets and an ability to structure, store and use data to provide meaningful analysis and reporting
- Strong organisation and project management skills with experience co-ordinating activity across complex organisations and diverse stakeholder groups
- A strong track-record in the gathering, analysis and communication of key information from multiple sources of data
- Experience in developing and implementing strategies based on analysis of key data
- A skilled communicator, with a capacity to present analysis and plans clearly and concisely in oral and written form to a variety of audiences, including university senior leadership
- Ability to work accurately and independently while meeting schedules and keeping to strict deadlines
- Strong interpersonal skills and an ability to build and maintain excellent working relationships
- A high level of competence in desk-top based analysis and presentation tools, which may include Excel, Word, PowerPoint, Microsoft Power BI etc.

Mandatory Training

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

Salary scale: €50,302– €68,024 (Senior Admin Assistant II)

Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

Closing date: Monday 25th January, 2021

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

Ms Aisling McKenna - Director, Quality Promotion and Institutional Research, DCU: aisling.mckenna@dcu.ie.
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 <http://www.dcu.ie/vacancies/current.shtml>

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref #BC1712 Rankings Performance Analyst

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](#)