



Applications are invited from suitably qualified candidates for the following position

**Website Specialist
Communications Department
3 Year Fixed Term 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.

Overview of the department

The University's Communications and Marketing team manages all aspects of the DCU brand and its positioning, including its social media platforms, all of its central advertising and marketing campaigns, web design, graphic design, videography/photography, and supports individual faculties and units in delivering effective marketing and advertising promotional campaigns and materials.

The team manages the reputation of the DCU brand, at a corporate level and through its support of faculties, schools and individual academics. It is also responsible for media relations, public relations, external and internal communications, media training, event management and crisis & risk management for the University.

Role Profile

Dublin City University Communications Unit requires a highly driven fast starter Website Specialist (a hybrid of Web Designer/Front End Developer) to join our Digital communications team to work on the design, user experience, and navigation of the DCU.ie website.

The importance of the DCU website as a primary communications tool for the university to engage with both its internal and external audience has grown exponentially. The website has become a key channel of communications for student recruitment, news, events and brand representation.

As part of the Digital Communications Team you will work on the DCU.ie website which we are currently updating.

Duties and Responsibilities

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

Qualifications and Experience

Essential Criteria:

Candidates must have a Primary Degree or equivalent (NFQ Level 7) qualification.

Desirable Criteria:

The University is seeking a web specialist with three to five years' relevant work experience to work alongside the communications and web development team, reporting to the Head of Digital Communications and the Director of Communications.

In addition, the candidate should have;

- Experience in website design and front end developer work
- Can-do attitude and outlook
- Knowledge of the Adobe Creative Suite
- Experience with Content Management Systems, ideally Drupal
- Proficient skills in HTML and Javascript
- Solid understanding of Web Analytics
- Familiar with Responsive web design development and latest web technologies
- Candidate must demonstrate a passion for web technology and web marketing
- Proven ability to plan, schedule and prioritise tasks
- Excellent communication skills
- Excels in a team-oriented environment
- Excellent project management skills and attention to detail

Mandatory Training

The post holder 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.

Competencies required

the candidate will be assessed under the following the competencies:

- **Building and maintaining relationships:** Has the 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 approach to working with people.
- **Teamworking:** Working collectively in a supportive manner to share tasks and information. Shows respect for the contribution of others.

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Salary Scale:

Administrative Assistant Salary Scale- €36,658 - €54, 789.

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 11th March 2021

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

Ms, Celine Crawford, Director of Communication, DCU Communications Department, Dublin City University. Email: celine.crawford@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 <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

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: #BC2004 - Website Specialist**

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](#)