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

Athena SWAN Co-ordinator (Admin Assistant)

Human Resources Department

Fixed Term Three Year 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.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterised by a focus on innovation and entrepreneurship and a track record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50).

The Human Resources Department (HR)

HR provides a comprehensive human resources service to approximately 3,400 staff based in the Faculties, Departments, Research Centres and Campus Companies of the University. It is responsible for managing all aspects of the employee life cycle through their career with the University and also provides support to its retired community of c. 460.   HR also plays an important role in the governance, management committees and strategic project groups of the University.

The HR Mission for the University and its staff is to be an employer of choice that builds a staff community where each of its members can flourish and thrive in a work environment that is stimulating, rewarding and respectful.   Each staff member should be provided with the opportunity and supports to achieve their full potential while successfully contributing to the University's strategic goals.

Equality, Diversity and Inclusion (EDI) Unit

Based within the HR, Learning and Development function the EDI Unit strives to deliver on the university's commitment to a culture that is inclusive at all levels and in every system and process, where students, faculty and staff demand the highest standards from each other. Through our commitment to equality, diversity and inclusion, we will create a workplace that embraces and celebrates our visible and invisible differences.

DCU is committed to furthering the agenda of Athena SWAN across the institution building on the work undertaken as part of our Bronze level certification in 2017 (and retained in 2020). The Athena SWAN Co-ordinator will report to the Equality, Diversity and Inclusion Lead and will provide strategic and operational support to the development of the Athena SWAN Charter in DCU.

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 hold a degree or equivalent. They should ideally have knowledge of and interest in the field of Equality, Diversity and Inclusion and preferably a proven track record of working in this area.
- The successful candidate must have project management experience, excellent administrative, communication, interpersonal and organisational skills and the ability to progress tasks on their own initiative.
- Strong report writing skills are also essential.
- The post holder should be able to work independently and to exercise sound judgment on complex issues/queries.
- Liaison and development with key external agencies will be a feature of the work.

The competencies required for this position are:

Building & Maintaining Relationships

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.

Excellent IT Skills

Demonstrates excellent IT skills. This includes a first-rate knowledge and application of MS packages, Google apps and finance and web-content management systems such as Drupal and Agresso.

Personal Effectiveness

Continuously strives to learn how things are done, why they are done that way and how their role impacts on everything. Is effective in planning and managing their workload.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.

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.

Salary Scale: Admin Assistant €36,658 - €54,789
Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

Closing date: 23rd November 2020

Informal Enquiries in relation to this role should be directed to:
Ms. Fiona Carvill, Learning and Development Operations Manager. Email: fiona.carvill@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 (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 #BC2011 Athena SWAN Co-ordinator

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml