JOBS DESCRIPTION

Placements Administrator, Grade IV
Faculty Office
DCU Institute of Education
Two Year Full-Time Contract

Dublin City University
Dublin City University 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.

DCU Institute of Education
The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland’s first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 30 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

Role Profile
This post is located in the Faculty Office Placements Team. The Faculty delivers a range of academic programmes which require students to undertake a period of time on work placement in a school, early childhood or other educational setting. The Placement team are responsible for administering the full range of activities associated with student education placements.
The person appointed will report to the Assistant Faculty Manager and will work closely with academic Placement Coordinators. The person appointed will be responsible for delivering placement administrative activities and for review and streamlining of routine administrative processes.

**Duties and Responsibilities**

The duties attached to this post include, but are not limited to, the following:

- Effective delivery of placement administrative activities associated with a range of programmes
- Scope and maintain a placement administration plan and report risks or issues to the Assistant Faculty Manager
- Review, streamline and align placement administrative processes to ensure efficient delivery of quality outputs to stakeholders
- Working closely with the Assistant Faculty Manager, liaise with the academic placement coordinators to ensure that the administrative approach across programmes and settings is consistent and of a high standard
- General administrative responsibilities associated with placement, including management of HR activities such as contracts and part-time claims, query handling from staff, students and other placement stakeholders, and logistical planning in relation to placement allocations and tutor assignments

**Qualifications and Experience**

Applicants for this post must hold a degree or equivalent, and have a proven track record in administration in a complex or large-scale organisation. S/he should be well organised, able to co-ordinate and progress the tasks associated with the post on his/her own initiative, and to contribute to the on-going development and refinement of administrative processes. S/he will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent communication, social and IT skills.

Candidates should have a minimum of 3 years’ relevant work experience, preferably in a higher education administration environment

**The Key Competencies for this post are as follows**

**Building and maintaining relationships:** Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

**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. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner in order to progress the project effectively.

**Personal Effectiveness and Excellence:** Continuously strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, has effective time management skills and the ability to multi-task and prioritise in a busy deadline driven work environment.

**Problem Solving and Decision Making:** Demonstrates capacity to analyse and interpret information to identify key issues when solving problems, and knows when to consult with others to inform decision making.