



## **JOB DESCRIPTION**

### **Administrative Officer (Grade IV) Faculty of Science and Health 3-year Contract**

#### **Dublin City University**

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.

#### **The Faculty of Science and Health**

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Mathematical Sciences, Nursing, Psychotherapy and Community Health, Physical Sciences, and Psychology together with three National Research Centres and a number of large-scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

#### **Role Profile**

The post holder will provide comprehensive administrative support in a number of specified areas, as determined by the faculty manager or nominee(s). The areas for which the post holder will be responsible are multi-faceted in nature. The roles will involve the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to

simultaneously progress multiple processes. Due to ongoing developments within the faculty and the university at large, the range of duties and responsibilities of the post holders will be subject to change. The post holder will report to the Faculty Manager or nominee(s) and will liaise closely with the faculty administrative team, heads of school, academic programme chairs, lecturers, students, colleagues in other faculties and central university units, and external stakeholders on a regular basis.

### **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Examination and assessment administration including the processing of large volumes of results within specified timeframes; maintaining data accuracy, quality and integrity; producing reports and providing support for internal review and examination boards; advising on and ensuring compliance with relevant regulations.
- School of Nursing student placement support including inputting of student data into the ITS system; monitoring of agreements; liaison with programme coordinators and with external clinical partner services; engagement with relevant university units.
- Academic programme administration including comprehensive support for programme boards – arrangements for meetings including preparation of all relevant documentation, recording minutes of meetings and follow up in line with university processes and committee requirements; giving guidance on university regulations; supporting programme accreditation and review.
- Timetabling including preparation of teaching allocations in conjunction with Heads of School and other relevant stakeholders; planning for and generating timetables for a large number of undergraduate and postgraduate programmes currently using Scientia resource management software, and ensuring that the requirements of each programme, school and student group are met.
- Research administration including support for research student registration; scholarships; competitive funding schemes, and associated processes, e.g. expense claims, staff requisitions, allocation of research space, account queries and reporting.
- Student recruitment and faculty promotion including production and maintenance of programme print materials and on-line content; participation and support for student recruitment events; working closely with academic colleagues and relevant stakeholders to support digital campaigns, advertisements, visual content, and video and photographic content.
- General faculty administration and records management, in line with General Data Protection Regulation (GDPR) requirements and university policy including Freedom of Information (FOI) requests.
- Participation in and contribution to school, faculty and university working groups and committees and infrastructural development projects.
- Any other duties which may be assigned from time to time by the Dean or his/her nominee.

## **Qualifications and Experience**

- Applicants for this post must hold a degree and have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment.
- Applicants must possess strong IT and project management skills and be able to demonstrate competency in the use and deployment of a wide variety of business systems.
- The successful applicants will be well-organised, able to coordinate and progress tasks associated with the post on their own initiative, and contribute to the on-going development and refinement of administrative processes.
- Applicants must be flexible and driven, possess an ability to work effectively as part of a wider administrative team, and have excellent written, communication and interpersonal skills.
- Applications from candidates who have a demonstrable track record in effectively administering multifaceted processes and operations, and/or who have participated in company- or institution-wide projects would be particularly welcome.

## **Key Competencies**

Applicants will be assessed under the following competencies:

### **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 stakeholder in an engaging and convincing manner in order to progress the project effectively.

### **Personal Effectiveness and Excellence**

Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. 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 able 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 knowing when to consult with others to inform decision making.