



JOB DESCRIPTION

Office of the Vice-President for Academic Affairs Director of Placement Fixed Term Three Year Contract

Introduction

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.

The Vice President Academic Affairs

The Vice President Academic Affairs (Registrar) is the senior officer of the University responsible to the President for the management of the academic business of the University. Working with senior colleagues, the VPAA (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies. The role of Director of Placement reports to the VPAA (Registrar) or nominee, and will work closely with Associate Deans for Teaching and Learning and Programme Chairs in Faculties. The Director of Placement will have line management responsibility for teams associated with work and international study placements.

Overview

Placements including work/industrial placements, clinical and practice placements, and international study placements have been a defining characteristic and an integral part of a large proportion of undergraduate programmes at DCU since its foundation. Recognising the very substantial contribution that placement makes to the personal and professional development of students, the

University has made a strategic commitment to enhance work placements and extend international study placement opportunities. To lead on this strategic commitment, DCU is now seeking to recruit a Director of Placement to join the Office for the Vice-President for Academic Affairs.

Role Profile

Reporting to the Vice-President for Academic Affairs or her nominee, the post holder will be responsible for the strategic development, coordination, and administration of placement activity within university programmes, and support for the partnerships upon which they depend. Enterprise and academic placements span all Faculties, and this role will also work closely with colleagues from the School of Nursing, Psychotherapy and Community Health and the DCU Institute of Education who manage clinical and education placements respectively. The successful candidate will lead our work in expanding the reach and scope of placement activity, principally but not necessarily exclusively at undergraduate levels.

Key Duties and Responsibilities

The duties and responsibilities attaching to the post include but are not restricted to the following:

- Line management responsibility for the INTRA and Academic Study placement functions which include but are not limited to
 - Working with programme teams in developing, implementing and supporting existing and new placement opportunities
 - Monitoring and maintaining information on international agreements.
 - Working with academic and professional support colleagues centrally and in Faculties in coordinating placements and in implementing appropriate quality assurance processes.
 - Providing aspects of administrative support to DCU students on placement and those coming to DCU on academic placements (Erasmus/Study Abroad).
- Liaison with colleagues leading professional clinical and education placement functions on matters appropriate to this role.
- Support the development of strategies relating to placement including undertaking research, producing policy documents, procedures, reports and/or proposals that will inform decision-making in relation to placement.
- Maintaining a high level of awareness of and familiarity with sectoral developments, nationally and internationally, relating to placement activities.
- Maintaining oversight of all placement activity and reporting on same.
- Quality assurance in relation to student preparation for placement.
- Liaising with the key stakeholders within the Faculties in the Careers Service, the Office of External Engagement and within Academic Affairs and Registry.
- Advise the Vice President for Academic Affairs (Registrar) or her nominee on issues related to placement.

Experience, Skills and Qualifications:

The post holder must hold a minimum of a primary degree or equivalent and have a minimum of ten years' relevant experience, preferably in the provision of placement services and/or International/Industry-University engagement. The post holder will have knowledge of the external context within which the University and its programmes operate and have experience of leading and managing a team.

In addition, the successful candidate will have:

- Ability to use strategic and innovative thinking to influence across functions to achieve desired outcomes
- Excellent interpersonal skills with an ability to build relationships and collaborate at all levels, including senior management

- A high level of comfort engaging with IT systems, data and business intelligence.
- High level of professionalism, personal integrity and dependability
- Adept at working in a cross functional environment in a highly collaborative manner
- Ability to conceptualise solutions when faced with complex challenges
- Proven ability to manage projects from inception to completion and within budget
- Excellent communication and reporting skills
- Ability to work creatively with internal and external partners to achieve intended strategic objectives

Essential Training

Post holders will be required to undertake the following essential compliance training: GDPR and Compliance. Other training may need to be undertaken when required.