



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

**PA to the Deputy President (Grade IV)**  
**The Deputy President's Office**  
**Permanent Contract**

**Overview**

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 Office of the Deputy President**

The Deputy President's Office is a key function at the heart of the University. The Deputy President is a member of the President's Senior Management Group and holds a wide range of responsibilities across the University. These include leadership in respect of the strategic direction of the University, oversight of the Student Experience, management of Quality Assurance, and playing a key role in policy formulation and implementation and representing the University's interest at both a national and international level. Direct reports to the Deputy President include the Executive Deans, Student Experience and Engagement, Library Services, Communications and Marketing, Quality Promotions Office and Sport. The Deputy President chairs a wide range of appointed boards and committees and deputises for the President as required.

**Role Profile**

The Personal Assistant will be responsible for the efficient day to day running of the Deputy President's Office. The individual will be required to provide professional and comprehensive administrative and

secretarial support for the Deputy President. S/he will also be expected to provide administrative support to various projects as assigned by the Deputy President and will be required to provide occasional administrative support to the President's Office.

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

The post holder will have a degree and have previous experience as a senior administrative or executive assistant.

### **In addition, the ideal candidate will have:**

- Excellent verbal and written communication, administrative, and interpersonal skills.
- A demonstrated ability in the use of various IT systems and packages
- Excellent organisation skills with a capacity for proactive thinking and planning
- The ability to work independently or as part of a team, while exercising a high level of judgement, confidentiality and discretion
- Demonstrated experience of stakeholder management and working effectively with different stakeholders to achieve positive outcomes
- A positive work ethic and outlook with demonstrable commitment to high quality in their work

### **Key Competencies**

#### **Personal Effectiveness/ Excellence**

Continuously strives to achieve high standards of efficiency and quality in the completion of tasks and in approach to working with people.

#### **Building and Maintaining Relationships**

Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization.

#### **Team working**

Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

#### **Communication**

Communicates in a clear manner (oral and written) and actively listens and engages to gain understanding. Respects the importance of privacy and operating in a discreet and diplomatic manner.

#### **Essential Training:**

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

**Salary Scale:** Grade IV Administrative Officer - €36,658 to €54,789

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

**Closing Date:** 8<sup>th</sup> October 2021

Please do not forward applications to this e-email address. The procedure outlined below should be followed:

**Application Procedure:** Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/hr/vacancies/index.shtml> Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**For Further information** about DCU and benefits visit: [Why work at DCU?](#)

**Please clearly state the role that you are applying for in your application and email subject line:**  
**#BC210912 PA to the Deputy President**

*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](#)*