



JOB DESCRIPTION
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

The duties and responsibilities include, but are not limited to, the following:

- Administrative and secretarial support for the Deputy President, including diary management, travel arrangements, expense claims, correspondence (including drafting routine correspondence)
- Recording Secretary to University committees and meetings, as required by the Deputy President, e.g. Heads and Deans and Budget Committee; responsible for drafting and collation of committee agendas and papers in liaison with appropriate staff, for drafting Minutes of meetings and for posting approved university minutes to the website
- Organising the Deputy President's meetings, preparation of papers, booking venues and hospitality
- Managing the Deputy President's contacts database, filing and records systems
- Organisation of the Deputy President's invitations to events including speaking engagements, dinners, talks, receptions etc.
- Assisting with strong relationship management as the first point of contact for the Deputy President's Office
- Liaising with the DCU community, stakeholders and external bodies on a range of issues/queries and for the completion of assigned tasks
- Liaising with University Faculties and Units and disseminating information, as appropriate, to ensure a smooth flow of communication at all times
- Dealing with staff requests and liaising with HR on staff-related issues on behalf of the Deputy President
- Purchasing and maintaining stationery stocks for the office; generating purchase orders and processing claims and invoices. Tracking expenditure and managing the Deputy President's budget
- Reviewing expenses submitted to the office for the Deputy President's approval
- Occasional administrative assistance to the President Office
- Other projects on behalf of the Deputy President as required

Qualifications and Experience

Applicants for this post must hold 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.