



Applications are invited from suitably qualified candidates for the following position

**Professional Services Support (Grade III)  
DCU Institute of Education  
Permanent**

**Overview**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

**Overview of the department**

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 28 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. The person appointed will report to the Senior Administrative Officer, Professional Services Team.

Appointees will need to work through both Irish and English.

**Duties and Responsibilities**

Please refer to the job description for the duties associated with the role will include, but are not limited to:

**Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply. The successful candidate must be fluent in both written and oral Irish and English. Candidates must hold a leaving certificate or equivalent, a recognised secretarial course or equivalent and three years' relevant experience, preferably in a third level environment.

Please note staff must have successfully completed their probationary period

**In addition, the successful candidate will ideally have:**

- Strong organisational skills along with excellent social skills, and the ability to work under pressure and to tight deadlines.
- Good communication, administrative and computing skills.
- Candidates should be flexible and adaptable, with the capacity to build and maintain positive working relationships.

**Competencies**

**Building and maintaining relationships**

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

**Personal Effectiveness/ Excellence**

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

**Knowledge of Processes & IT**

Shows a willingness to engage with processes and technology.

**Team working**

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

**Mandatory Training**

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

**Salary Scale:**

Secretary Grade III - €34,624 - €44,167

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

**Closing date:** Friday 27<sup>th</sup> November

**Informal Enquiries in relation to this role should be directed to:**

Lisa Higgins, DCU Institute of Education, Dublin City University.

Email: [Lisa.Higgins@dcu.ie](mailto:Lisa.Higgins@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at <http://www.dcu.ie/vacancies/current.shtml> (internal applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #BC2204 Professional Services Support (Grade III)**

**Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at [www4.dcu.ie/policies/policy-starter-packs.shtml](http://www4.dcu.ie/policies/policy-starter-packs.shtml).**