



Applications are invited from suitably qualified candidates for the following position

**Communications Manager
Communications Department
Permanent Contract**

Overview

Dublin City University (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. Through its mission to transform lives and societies through education, research and innovation DCU acts as an agent of social, cultural and economic progress. DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. 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 Communications Department handles all media, public relations and internal communications for Dublin City University.

In conjunction with the Marketing and Digital Communications team, it works with all university departments, faculties, schools and individual academics to promote the work of the university to its stakeholders. It also works closely with the President's Office for on-campus and virtual event management.

The work of the Department is varied and cross functional. Communications takes in all aspects of life in DCU, promoting world class research to announcements on new appointments, new courses at undergrad and postgrad level, to publicising university initiatives, awards, events, conferences, honorary conferrings and exhibitions/openings, as well as providing expert advice and media training/ interview preparation for university spokespeople.

Role Profile

The University is recruiting a solution focussed and results orientated Communications Manager to work on internal and external communications in support of managing the reputation of the University. This is a full time office based role and the successful candidate will report to the Director of Communications.

Duties and Responsibilities

Please see the job description for the duties and responsibilities associated with this post.

Qualifications, Experience and Skills

Essential:

- A level 7 qualification in communications or a directly relevant field;
- 3 to 5 years' experience at senior level in media management including a demonstrable record of consistent delivery of national and international press and media coverage throughout that time;
- Demonstrable record of the ability to lead and manage a team;
- Concrete operational record in leading the event management of high-profile projects such as international visits, conferences and media events;
- Ability to network and manage relationships;
- Be capable of managing and prioritising a varied and substantial workload;
- Demonstrable record of creativity and developing and implementing new ideas
- Excellent communication skills both written and verbal
- Good social skills and be able demonstrate the ability to influence with impact
- The post-holder must be flexible, work outside normal office hours if required and possess an ability to work effectively as part of a wider team while also taking clear responsibility for the functions assigned to the role.

Desirable

- Primary degree in journalism, communications or related field
- Can do positive attitude and enthusiasm to take on new challenges
- Curiosity to learn and find new ways of working to contribute to the overall team success

Mandatory Training

The postholder 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:

Administrator 1 (Grade VI) - €52,902- €75,120

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

Closing date: 23 October 2020

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

Ms Celine Crawford, Director of Communications, Dublin City University.

Email: Celine.Crawford@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> (external applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #BC2808 Communications Manager**

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.