



#### **JOB DESCRIPTION**

### **Micro-Credential Institutional Project Manager (Administrator Grade I) Office of Vice-president Academic Affairs (Registrar) Fixed-Term Contract up to 31<sup>st</sup> March 2025**

#### **Introduction**

Dublin City University [www.dcu.ie](http://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.

#### **Project Overview**

Over its relatively short history, DCU has developed a strong reputation nationally and internationally for pioneering innovations in higher education. The university is embarking on a period of significant investment in learning innovation across all of its Faculties. The DCU Futures initiative will help us transform the learning experience of undergraduate students at DCU, reconceptualizing learning opportunities, creating authentic connections between the classroom and enterprise, and embedding digital literacies, disciplinary competencies and transversal skills required to truly future-proof our graduates for the rapidly changing workplace. DCU is joined in this project by a strong consortium of enterprise partners, representing key employment sectors in the Irish economy and with a strong presence in DCU's primary catchment area. This programme of innovation is funded under the Irish government's Human Capital Initiative (HCI) supported by the National Training Fund. It will deliver on the ambitions we have to reimagine undergraduate curricula and to embed innovative pedagogies, enhanced use of technology and deep industry engagement.

DCU as a partner of the Irish University Association led HCI project to develop a Multi-Campus Micro-Credentials (MC2) will develop innovative micro-credential offerings. Through the MC2 project, the IUA universities will lead the establishment of a national framework for European Credit Transfer System bearing, quality-assured micro-credentials, the first in Europe. This will facilitate the development of a programme of micro-credentials, each flexibly delivered and accredited by a university and included within the National Framework of Qualifications (NFQ). The project furthers the universities' commitment to work in partnership with government and enterprise to drive lifelong learning in Ireland. Dublin City University now seeks applications from individuals wishing to be part of the MC2 development.

### **Role Profile**

The Micro-Credential Institutional Project Manager will build, coordinate and manage primarily DCU's MC2 Micro-credentialing initiative. Building upon existing pioneering developments in digital learning, this post offers an exciting opportunity for the successful individual to manage and work with a dynamic and interdisciplinary team. Under the direction of the Director of Micro-credentials Strategy and Innovation, you will work closely, manage and collaborate with project staff including academics, learning technologists, project managers, researchers, external consultants and other partners to achieve all project goals. You will also work closely with colleagues from the MC2 IUA project team and MC2 colleagues from partner institutions.

### **Relationships**

The position will report directly to the Director of Micro-credentials Strategy and Innovation. Building positive relationships with academic staff, professional support staff, technicians and pedagogical specialists and active engagement with key stakeholders within and outside of DCU are important features of this role.

### **Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Work closely with the Director of Micro-Credentials in the rollout of DCU's micro-credentialing initiative across the University
- Plan, coordinate and lead the project implementation of MC2 across the University.
- Establish and implement effective processes to manage and implement the initiative across the University
- Coordinate releases of project deliverables to deadlines and to the highest of standards.
- Prepare, maintain and coordinate project documentation including costing, project plan, timelines and specifications.
- Support the strategic direction of the DCU MC2 online initiative and report to appropriate internal governance boards.
- Manage and engage in key internal-stakeholder relationship management and maintain strong links with Faculties and support Units across the University.

- Liaise with the Deans and the Associate Deans of Teaching where appropriate to implement DCU micro-credentialing initiatives.
- Undertake financial management, administration and reporting
- Responsible for the recruitment and management of project staff.
- Manage key external relationships with key stakeholders
- Deputise for the Director of Micro-Credentials Strategy and Innovation on project-related activities on external and internal committees and at events, where appropriate
- Engage in and conduct professional training and development.
- Implement the marketing activities of the project with key University stakeholders, including specifically the dissemination of promotional and engagement content across channels.
- Lead out on the preparation of reports on all aspects of project performance.
- Self-manage own workload and project to meet agreed deadlines and outputs.
- Manage a variety of tasks concurrently and show flexibility of work patterns in order to meet timeframes and delivery
- Escalate issues and risks as necessary to the Director of Micro-Credentials Strategy and Innovation
- Work closely with institutional stakeholders on speaking opportunities, webinars, and other visibility initiatives
- Carry out other such duties as determined and prioritized by the Director of Micro-Credentials Strategy and Innovation

#### **Qualifications & Experience:**

Applicants for this post must have a primary degree or equivalent (NFQ Level 7) in an appropriate area, such as business or business strategy, with at least five years' relevant experience in a similar role in higher education or a cognate sector.

In addition, the ideal candidate will have:

- Demonstrated experience of senior project management in the area of online learning in higher education
- Significant experience of successfully managing diverse teams in a university context
- Experience of managing stakeholder relationships at senior levels both internally and externally
- Substantial experience in managing partner and implementation relationships and teams in a major MOOC/Micro-Credentialing platform.
- Knowledge of developments in micro-credentialing at national and European levels.
- Excellent interpersonal skills and the ability to establish, manage and maintain working relationships in a complex and innovative environment.
- The ability to develop and to maintain a team approach to creative and innovative problem solving within a digital learning context.
- An innovative mind-set and skill set including experience of delivering complex projects and strategic deliverables in a higher education context.
- Advanced technological skills and know-how for online learning and micro-credentials
- Excellent organizational and time management skills with the ability to establish clear priorities in a team-based environment.

- A willingness to work flexibly, travel between campuses and work out of hours as necessary.
- Fluent oral and written communication skills in English.
- Relevant applied and strategic project management qualifications.
- A master's degree in business, business strategy or an MBA is desirable, but not essential

### **Mandatory Training**

The successful candidate will be required to undertake the following mandatory compliance training: Orientation, GDPR, and Compliance. Other training may need to be undertaken when required.