Applications are invited from suitable candidates for the following position:

Faculty of Humanities and Social Sciences
Administrative Officer - Grade IV (Two Posts)
Fixed Term Three Year Contract

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.

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. This initiative will help us transform the learning experience of undergraduate students at DCU, reconceptualising 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.

In the context of DCU's programme of innovation and Ireland's National Languages Strategy, Languages Connect, SALIS is seeking to develop an Institution-Wide Language Programme in Arabic, Chinese, French, German, Japanese, Russian, and Spanish. The programme will be offered to students studying disciplines other than languages thereby allowing them to gain a competency in language alongside their discipline-specific competencies. The programmes will be accessible to students from a diverse range of backgrounds and who have studied one of these languages for the Leaving Certificate and/or speak them as a heritage language.

Role Overview
The Faculty of Humanities and Social Sciences are seeking two Administrative Officer posts. The first post is funded by the HCI and the successful candidate will work as part of the Faculty Administration team to provide a professional and comprehensive administrative service in support of a broad range of Faculty activities associated with the Language and Culture programme administration.

The second post holder will work as part of the Faculty Administration team to provide a professional and comprehensive administrative service in support of a broad range of Faculty activities associated

with programme administration including engaging with working groups and other stakeholders to develop and improve process.

Both roles involves the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes.

The Administrative Officer will report to the Faculty Manager or their nominee.

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

Qualifications & Experience
Candidates must have a Primary Degree or equivalent in an appropriate area plus 3 years' relevant experience. The successful applicant will be well organised be able to co-ordinate and progress the tasks associated with the post on their own initiative, and be able to contribute to the on-going development and refinement of administrative processes. The successful individual will be flexible and will possess the ability to work effectively as part of a wider administrative team.

In addition, the ideal candidates will:
- Have a proven track record in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment
- Competence in the use of complex IT systems
- Be self-motivated, well organised, able to plan, coordinate and progress tasks on their own initiative
- Be reliable and demonstrate a flexible positive attitude with strong stakeholder service focus
- Be able to contribute to the on-going development and refinement of administrative processes
- Demonstrate an ability to work effectively as part of a wider administrative team
- Excellent interpersonal and communication skills (verbal and written) applicable across students and staff in all roles
- Demonstrable commitment to high quality in their work.

Competencies
Applicants will be assessed under the following competencies:

1. Building & Maintaining Relationships
Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

2. Personal Effectiveness and Excellence
Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

3. Problem solving and Decision Making
Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

4. Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholder in an engaging and convincing manner in order to progress the project effectively.

Essential Training

Post holders will be required to undertake the following essential training: Data Protection, GDPR, Compliance and Health and Safety. Other training may need to be undertaken as and when required.

Salary Scale: Admin Assistant: €37,158 - €55,337
Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with Government pay policy.

Closing Date: 3rd November 2021

Informal Enquiries to: Ms. Michelle Brennan, Email: michelle.brennan@dcu.ie

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

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: #HCI3F40/#NR185 Administrative Officer.

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