



Applications are invited from suitably qualified candidates for the following position

**Senior Programme Administrator (Administrator I)
Office of the Vice President for Academic Affairs
Fixed Term Contract to March 31st 2025**

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. 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

This programme of innovation is funded under the Irish Government's Human Capital Initiative supported by the National Training Fund. It is sponsored by the DCU Vice President for Academic Affairs / Registrar, and will be coordinated through her office. 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. To provide administrative and project management support a project team is being mobilised, and this role will form a crucial part of this team.

Role Profile

The purpose of the role is to support the coordination of the programme as it evolves over its lifecycle. The programme requires a Senior Programme Administrator to support the academic and professional support staff working on this initiative through playing an active role in providing advice, stakeholder and project management, and will contribute to achieving the key deliverables of the programme. The Senior Programme Administrator reports to the Programme Manager but works closely with the Academic Leads of the project. Building positive relationships with staff and engagement with key stakeholders within and outside of DCU is an important part of this role.

Duties and Responsibilities

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

Qualifications and Experience

The successful candidate must

- hold a primary degree in a relevant area
- Have a minimum of 5 years' relevant experience at this level of seniority, or level immediately below
- have excellent writing skills

And also

- be able to work independently to deliver on a brief.
- have a proven track record of achievements in professional support or administration
- be able to source, assimilate and critically analyse information across multiple formats (written, graphical, quantitative data etc.)
- be highly organised, efficient and effective
- have project management experience
- demonstrate excellent interpersonal and oral communication skills
- have the ability and confidence to evaluate key issues and sensitivities and make decisions as to appropriate escalation
- be flexible.

Ideally, the appointee would be an experienced manager, with an appreciation of the wider issues associated with strategic project delivery and project performance in a public sector and/or education context. Experience working in enterprise, a background in policy development, staff development in support of a change agenda, and finance operations is desirable, as is experience with highly confidential processes, knowledge of GDPR, Freedom of Information legislation, risk management etc.

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 I - €53,960 - €76,622 per annum.

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

Closing date: Friday 13th November 2020

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

Billy Kelly, Dean of Teaching and Learning /Deputy Registrar, Dublin City University.

Phone + 353 (01) 700 5251 Email: billy.kelly@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 #NR084 Senior Programme Administrator.**

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.