



JOB DESCRIPTION

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

The post holder will be assigned duties in respect of a number of areas, as the agenda of the

programme dictates and evolves. Due to the dynamic environment within the programme, the range of duties and responsibilities attaching to the post will be subject to change.

The main duties of the role will be (but are not limited to):

- Coordinate and support multiple projects and initiatives relating to the HCI3 programme (as required).
 - Provide administrative and other related support to the HCI 3 Programme Steering Committee and programme structures including working groups on Challenge based learning, Hybrid delivery, Industry Engagement, laboratory learning etc., the Financial Committee and Resource Committee.
 - Develop documentation and progress specific follow-up actions arising from the activities of the various groups working on aspects of learning innovation projects and stakeholder engagement.
 - Implement, monitor and report a regular status update on progress and operational matters with the Programme Director and Sponsor and individual working groups.
 - Assist with preparing regular progress reports for the HEA.
 - Liaise with working group leaders and other external and internal stakeholders representing the programme and acting on behalf of the project leadership in respect of certain matters.
- Create and collate data relating to programme Risk, Issues, Dependencies and Assumptions and liaise with DCU Risk Manager
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes by the HCI3 Programme Management and of data maintained by the HCI3 Programme team and/or provided by the Programme to central Offices/functions e.g. Risk, Finance etc., liaising with those offices as appropriate.
- Update and maintain the Project Website and co-ordinate the preparation of content outlined in the content management plan.
- Administration of the budget and related office management responsibilities. These include:
 - Liaising with the Finance office to present monthly and quarterly reports for the Finance Committee
 - Administer and track financial transactions in Agresso
 - Raise requisitions, purchase orders and verify invoices for payment
 - Check and reconcile financial reports and invoices liaising with the Finance Office on any queries or discrepancies
- If required, represent the HCI3 programme as the GDPR Champion working with colleagues within the Programme to address data protection issues which arise.
- Undertake any other duties appropriate to the role that may be assigned by the Programme Director, the Vice President for Academic Affairs or her nominee.

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 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 appropriate.