



Applications are invited from suitably qualified candidates for the following position:

**Faculty Manager  
Faculty of Engineering and Computing  
Fixed Term Three Year Contract**

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.

**Faculty Overview**

The Faculty of Engineering and Computing comprises three Schools, namely Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Office for which the Faculty Manager has overall management responsibility. The Faculty is home to a number of significant research institutes/centres. The administrative structure which supports the Faculty and activity is the remit of the Faculty Administration Office.

**Role Overview**

This is an important Senior role within the Faculty of Engineering and Computing and it is critical to the effective delivery of the Faculty's mission and strategic goals across all activities, including teaching, research and industry engagement. Reporting to the Executive Dean of the Faculty, the successful candidate will have responsibility for the leadership, management and co-ordination of all aspects of operational support within the Faculty and he/she will be a member of the School's Management Board and Management Team.

## **Duties and Responsibilities**

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

## **Experience, Skills and Qualifications**

Candidates for this senior role must have an honours degree (level 8) and preferably be qualified to postgraduate level. The successful candidate must demonstrate a track record (at least five years' relevant experience) of success in operational leadership and management with significant line management experience. They must be capable of exercising judgement and making sound decisions on a wide range of operational, administrative and academic matters. Excellent leadership, management, organisational, communication and interpersonal skills are essential.

In addition, suitable candidates will ideally possess:

- Ability to quickly assimilate to new knowledge
- High level of attention to detail and structured approach to work.
- Excellent troubleshooting skills with the ability to get to the root cause of problems
- The ability to communicate information accurately and partner with various departments at different levels of an organisation.
- Excellent verbal and written communication skills
- An ability to positively interact with both internal and external stakeholders and the ability to be flexible and adaptable in replying to stakeholder needs

## **Essential Training**

Post holders will be required to undertake the following essential training: Line Management, Probation, PRD, Interviews Skills and Unconscious Bias, GDPR and Compliance. Other training may need to be undertaken as and when required.

**Salary Scale: Administrator II €58,580 – 93,240**

**Closing date: Wednesday 21<sup>st</sup> July 2021**

**For further information about DCU and our benefits visit: [Why work at DCU?](#)**

## **Application Procedure**

Application forms are available from the DCU Current Vacancies website at <http://www4.dcu.ie/hr/vacancies/current.shtml>

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Please clearly state the role that you are applying for in your application form and email subject line,  
**Job Ref: #NR149 Faculty Manager Engineering and Computing**

***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](#)