



Job Description

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

Introduction

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.

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

The duties and responsibilities of the post will include the following:

- Lead and manage the Faculty Office team to ensure the delivery of a comprehensive support in all relevant operational activities undertaken by both the Executive Dean and Faculty members
- Assume responsibility for the operation of the Faculty across academic and administrative areas. This will include the management of resources within the Faculty in order to utilise them to best effect
- Develop, manage and assume responsibility for the areas of budgetary management, staff headcount and financial control for the faculty
- Work closely with the Senior Faculty SME and all other relevant stakeholders to ensure the efficient and effective delivery of the SIS programme within the Faculty
- Assist the Executive Dean and Head of Schools in the implementation and application of the Faculty Strategy and ensure that strategic objectives are being met
- In conjunction with the Executive Dean identify and liaise with key stakeholders across the Faculty including Heads of School, Associate Deans, Research convenors etc. to ensure the effective delivery of the teaching and research agendas
- Partner with the Executive Dean in leading and managing the implementation of various projects and initiatives which have Faculty and University wide impact
- Act as a direct point of contact and partner with HR in managing all senior level and sensitive HR/ER issues which may arise within the Faculty. In addition manage and co-ordinate all relevant day to day aspects of the of HR function within the Faculty, liaising with HR, Finance, Budget Committee and other central units, as appropriate
- Lead and manage the Faculty Office team and oversee all relevant team management activities such as recruitment & selection, contract management and career development
- Co-ordinate the required operational support to the Executive Dean in support of the management of academic programmes
- Working with other units, especially the Registry and Student Support & Development, develop, implement and monitor processes and procedures to support the wide range of academic activities carried out within the Faculty including admissions, induction, transfers, appeals, work placement and the examination process
- Develop, co-ordinate and drive the Faculty-wide processes and procedures for the assurance of academic quality and an efficient and effective operation of the Faculty's activities
- Ensure Faculty-wide consistency and efficiency in the operation of programmes, taking responsibility for the overall scheduling, convening and follow up activities of School Teaching Meetings and related committees
- Co-ordinate the marketing and promotion of taught programmes and, where relevant, research activities, on a Faculty-wide basis in order to maximise their impact and cost-effectiveness and to minimise duplication of effort
- Develop and implement mechanisms to support academic Faculty in their research and teaching activities
- Represent the Executive Dean at committees, working groups and events as appropriate
- Liaise with all relevant units within the University to ensure the smooth delivery of the operational agenda
- Any other duties or responsibilities as may be assigned by the Executive Dean

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 collaborate 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 responding 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.