



*Applications are invited from suitable candidates for the following position:*

**Change Analyst (Grade V)  
Student Information System Programme  
Office of the Vice President of Academic Affairs  
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.

**The Vice President Academic Affairs**

The Vice President Academic Affairs (Registrar) is the senior officer of the University responsible to the President for the management of the academic business of the University. Working with senior colleagues, the VPAA (Registrar) has overall responsibility for the regulation and development of courses and programmes, examinations and assessments, and all matters relating to students and their studies.

**Role Profile**

The Change Analyst will support the Change Management & Communications work stream for the Student Information System (SIS) Programme. This work stream will enable the SIS Programme to deliver a University wide transformation; an end-to-end change which will build the core capabilities within DCU that will deliver new ways of working and significant behavioural change. This will be critical in ensuring that DCU progress from its current state to the desired state, with the right integration and ownership of the change. The role will report to the Change Management & Communications Lead.

The Change Analyst will be expected to carry out stakeholder and change impact assessments across the University in order to understand changes and gaps between the current state and future state. The post holder will also identify interventions to support any gaps identified in the change impact assessments and support the delivery of the change management strategy for the SIS Programme.

### **Duties and Responsibilities**

See job description for list of main duties and responsibilities.

### **Experience, Skills and Qualifications:**

The post holder will have:

- A primary degree (NFQ Level 7) Qualification or equivalent in a related field
- A minimum of three years' relevant experience at a specialist level.

In addition, the ideal candidate will have:

- Experience in Organisational Change Management, Change Impact Assessment and Change Readiness approaches
- Ability to work autonomously with ownership of outcomes for key projects
- Project Management skills and an ability to prioritise and handle multiple tasks
- Ability to work with a variety of stakeholders
- Skilled communicator (both written and verbal)
- Excellent teamwork and collaboration skills
- Excellent presentation and facilitation skills.

### **Essential Training:**

The post holder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

**Salary Scale:** Senior Administrative Officer I: \*€49,679 - €59,853

*\*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:** Wednesday 5<sup>th</sup> January 2022

**Informal Enquiries to:** Barry Mulcahy, Head of Learning and Organisational Development, Dublin City University. Email: [barry.mulcahy@dcu.ie](mailto:barry.mulcahy@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 Vacancies website at <http://www.dcu.ie/hr/vacancies/index.shtml> Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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

**Please state the role that you are applying for in your application and email subject line:**  
**#NR180a Change Analyst, SIS Programme**

*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](#)*