



**Institutional Research and Analysis Officer  
Professional 6  
Quality and Institutional Insights Office  
Permanent Contract**

**Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

**DCU Quality and Institutional Insights Office**

Reporting to the Deputy President, the Quality and Institutional Insights Office (QIO) has two distinct but inter-connected functions, quality enhancement and assurance and institutional research and insights.

A core function of the QIO is the promotion, support and facilitation of continuous quality improvement activities throughout the University. Working closely with the Quality Promotion Committee, the QIO plays a specific role in ensuring the University meets its statutory obligations regarding quality assurance and enhancement. The QIO coordinates and supports the University's internal quality review process, providing assistance and advice to Heads of Schools, Deans of

Faculties and Directors of Units, as well as providing analysis and information to support an evidence-informed approach to reflection, evaluation and planning as part of the review process. Since 2016, the remit of the QIO expanded to include the University's institutional research and analysis function and the coordination of activity in responding to and analysing DCU's performance in international university rankings. The QIO is responsible for providing analysis and reporting as part of the University's approach to performance monitoring and evidence-informed decision-making, quality enhancement and strategic planning. This work extends to working with a range of national statutory and other agencies to ensure reporting at a national level on a range of student-based reports.

### **Overview of the Role**

The post holder will report to the Director of Quality and Institutional Research and be a key member of a small and vibrant team within the University. The post-holder will work closely with the University's leadership team, and have regular briefings with the Deputy-President, Registrar and other members of DCU's Senior Management team. In addition, the successful candidate will work in close collaboration with stakeholders across all Faculties, Schools, professional units and external agencies and bodies.

### **Duties and responsibilities**

Please see attached job description for principal duties and responsibilities of the role.

### **Qualifications, experience and skills required.**

- A degree or postgraduate qualification in a relevant subject area, which should ideally include a focus on the following areas: data analysis, research methods, strategic planning, market research, business planning and/or data analytics.
- At least 5 years of relevant experience working on the selection, adaptation and application of appropriate quantitative and qualitative approaches, the analysis of data and the provision of meaningful analysis and reporting.
- The candidate will have a good understanding of the development and reporting of key performance indicators and performance-focused benchmarking.
- Experience in survey design, fieldwork, and analysis, and the ability to decipher key trends within data in a fast-moving and complex environment.
- A skilled communicator, with a capacity to present complex ideas and research findings clearly and concisely in oral and written form to a variety of audiences, including university senior leadership.
- Ability to work accurately and independently while meeting schedules and timelines.
- Project management skills in developing cross-institutional approaches to data collection, reporting and analysis.
- A high level of proficiency in desktop analysis and presentation tools and the use of statistical and data visualisation software including Microsoft Power BI, SPSS and Tableau

### **Essential Training**

- The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR) and all Cyber Security Awareness
- Training. Other training may need to be undertaken when required.

**Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply.

**Salary Scale:** Professional 6 Salary Scale €54,041 - €65,109

*\*Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

**Closing date:** Friday 15<sup>th</sup> of December 2023

**For more information on DCU and benefits, please visit** [Why work at DCU?](#)

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

Dr. Rachel Keegan, Director of Quality and Institutional Research, Quality and Institutional Insights Office, Dublin City University.

Email: [Rachel.keegan@dcu.ie](mailto:Rachel.keegan@dcu.ie) - Contact number: +353 1 7006285

**Application Procedure:**

Application forms are available from the DCU Current Vacancies website at [https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

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 and email subject line: Job Ref: #RC231111 Institutional Research and Analysis Officer**

**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](#)**