



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

Assistant Faculty Manager - Administrator I (Grade VI)
Faculty of Engineering and Computing
Permanent Contract

Introduction

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.

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 Profile

The Faculty is now seeking to appoint an Assistant Faculty Manager to join the team. Reporting to the Faculty Manager, the post holder will play a leading operational role in the Faculty. Working closely with the Faculty Manager, they will be responsible for the efficient and effective management and co-ordination of the administrative function of the Faculty, collectively with the development and implementation of appropriate IT systems to support that function.

This post is both managerial and administrative in nature and the post-holder will be expected to make a significant contribution to the attainment of the Faculty's strategic objectives.

Relationships

The Assistant Faculty Manager reports to the Faculty Manager. They will assist the Faculty Manager with a wide range of operational duties and projects. They will also work closely with the Dean, the faculty management team, academic programme chairs, lecturers, students and with colleagues in the Registry, Estates, Finance, HR, other faculties and units on a regular basis.

Duties & Responsibilities

Please see job description for full list of duties and responsibilities.

Experience, Skills and Qualifications:

Applicants for this post must have a primary degree or equivalent (NFQ Level 7) in an appropriate area with at least five years' relevant experience.

In addition, the ideal candidate will have:

- A proven track record of success in administration management, preferably within the Higher Education sector,
- Excellent interpersonal, communication and organisational skills
- The ability and confidence to make decisions on a wide range of administration and academic-related matters.
- Demonstrated management experience, capable of motivating team members to deliver on tasks and have an appreciation of the wider issues associated with team building and staff development.
- Evidence of project management experience including managing several projects concurrently to successful outcomes
- A proven track record in the area of systems development (from an expert user perspective) and be able to demonstrate a particular awareness of the interface between administrative and/or operational processes and the IT and other systems that support them.
- Strong financial administration background is desirable.

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.

Salary Scale: Administrator I €53,960 – 76,622

**Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.*

Closing date: February 26th 2021

Informal Enquiries:

Informal enquiries should be directed to Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, DCU: michele.pringle@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 Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml>.

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC0107 Assistant Faculty Manager, Faculty of Engineering & 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](#)