



JOB DESCRIPTION

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, together 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.

They post holder 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 and Responsibilities

The duties and responsibilities attaching to the post include but are not limited to the following:

- Working closely with the Faculty Manager to provide administrative leadership, setting and maintaining high standards of effectiveness and efficiency and to manage resources.
- Provide finance and HR management support to the Faculty Manager, providing a high level of support and advice to Heads of School, in particular, and liaising with the Finance and HR Offices, as appropriate, in this regard.
- In conjunction with the Faculty Manager, the post holder will contribute significantly to the Faculty Support management team and to the on-going enhancement and development of the Faculty Support framework.
- Develop and maintain a high level of awareness of and familiarity with policy and other developments within the Higher Education and other sectors, insofar as these impact upon the Faculty and University, and Faculty administration, in particular.
- Ownership and responsibility for the activities relevant to the University's/Faculties policies, or statutory compliance: GDPR, Freedom of Information, Risk Register and IT Audit to name a few.
- Assume overall responsibility for systems (student record system, purchasing, timetabling software etc.) improvements and developments within the Faculty, ensuring the effective use of technology to maximise operational benefits and efficiencies, liaising with ISS, Registry and other units within and outside the university, as required.
- Assume responsibility for the provision of high level administrative and systems development support to new developments and projects (programme related, research related, commercial and otherwise) within the Faculty, managing related projects as directed by the Faculty Manager or nominee.
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity processes within Faculty and of data maintained by the Faculty and/or provided by the Faculty to central offices, liaising with those offices as appropriate.
- Represent the Faculty, as necessary, in various fora, both within and outside the Faculty and University.
- Undertake any other duties as may be assigned by the Faculty Manager or the Executive Dean.

Due to the dynamic environment within the Faculty and the University, the range of duties and responsibilities attaching to the post will be subject to change.

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.