



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

Dublin City University
Business Process Analyst
Student Information Systems (SIS) programme
Office of Vice-President Academic Affairs (Registrar)
2 Year Fixed-Term Contract

Dublin City University www.dcu.ie is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. DCU is Ireland's fastest growing university, and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and DCU All Hallows campus.

Student Information Systems

The University is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

The Student Information Systems (SIS) Programme is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change. This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System which will support our objectives to create and sustain a globally engaged university.

SIS will consolidate and modernise multiple legacy student information systems into one, integrated software solution. The new SIS includes all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

Role Overview

Working as part of the SIS Programme Team and reporting to the Design & Configuration Lead or nominee, the Business Process Analyst will have general responsibilities to support the programme delivery and specific responsibilities relating to activities covered by the Business Design & Configuration Delivery Stream which is responsible for the the functional design and configuration of the new SIS.

Duties and Responsibilities

See job description for full list of duties and responsibilities.

Candidate Requirements

Essential:

- Possess a primary degree, preferably in Information Technology, Computer Science or other relevant field;
- Have a minimum of 5 years' relevant experience as a Business Analyst;
- The ability to work independently, to exercise influence and judgement, and to challenge positively while working effectively with a variety of stakeholders at multiple levels is essential;
- Proven workshop facilitation skills;
- A proven track record working on large projects preferably in the Higher Education Sector;
- Strong Business Analysis skills with an ability to apply best practice within this area;
- A high level of critical thinking and problem-solving skills;
- Excellent relationship management and communications skills (written and oral);
- Excellent stakeholder management skills;
- Self-motivated with demonstrated skills in a project role;
- Be a strong team player, with ability to work under pressure to deadline;

Desirable:

- Previous experience working in a similar role in the Higher Education Sector.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken.

Salary Scale: €49,316 - €66,690 (Senior Administrative Officer II)

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

Closing Date: Friday 23rd October 2020

Informal Enquiries to: Informal enquiries may be addressed to bernadette.dowling@dcu.ie Lead, Design & Configuration, Student Information System Programme, Office of Vice-President Academic Affairs. *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 website at <https://www.dcu.ie/hr/vacancies/current.shtml>. Applications must be submitted by e-mail to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application form and email subject line, **Ref #ST1414 Business Process Analyst, SIS Programme**

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment is available at <https://www.dcu.ie/policies/policy-starter-packs.shtml>