



Applications are invited from suitably qualified candidates for the following position

**Assistant Faculty Manager
Administrator I
Faculty of Science and Health
Three Year Fixed Term Contract**

Dublin City University

Dublin City University 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.

Overview of the department

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Psychology, Mathematical Sciences, Physical Sciences and Nursing & Psychotherapy & Community Health, together with three National Research Centres and a number of large scale research programmes. The administrative infrastructure which supports the Faculty structure and activity is the remit of the Faculty Administration Office.

Role Profile

The post holder will play a leading administrative role in the Faculty. They will be responsible for the efficient and effective management and co-ordination of the administrative function attaching to the Faculty, together with the development and implementation of appropriate IT systems to support that function. The post holder reports to the Faculty Manager.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

- The successful candidate must hold a primary degree, have a proven track record of success in administration management, preferably within the Higher Education sector.
- Excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration and academic-related matters.
- The successful candidate should be an experienced line Manager, capable of motivating team members and have an appreciation of the wider issues associated with team building and staff development.
- Demonstrates knowledge of higher education issues, particularly in so far as they impinge upon the Faculty of Science and Health.
- 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.
- Evidence of project management experience would be advantageous.

Essential Training

The postholder 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 required.

Salary Scale:

Administrator I - € 53,960 - € 77,637

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

Closing date: Thursday 30th September 2021

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

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

Ms Caitriona Brennan, Faculty Manager, Faculty of Science and Health Dublin City University.

Email: Caitriona.Brennan@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 website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

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 #ST1562 Assistant Faculty Manager**

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](#)