



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

Overview of the Faculty:

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.

Function:

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:

Assistant Faculty Manager posts within the Faculty are currently associated with the following areas of activity that are integral to the Faculty's successful operation: management of a range of academic-related administrative functions, line management (including recruitment, training and development) of administrative staff responsible for those functions, financial and human resource management, IT/systems development and implementation, project management, and the provision of high level secretariat support in respect of Executive Faculty Committees. The post holder will be assigned duties in respect of a number of these areas as Faculty needs dictate. The range of duties attaching to the post of Assistant Faculty Manager is determined in conjunction with relevant stakeholders. Due to ongoing developments within the Faculty and the University at large, the range of duties and responsibilities attaching to the post will be subject to change.

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

- Provide finance and HR management support to particular Schools within the Faculty, 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.

- Provide appropriate, high-level administrative support to one or more Executive Faculty Committees and, in conjunction with relevant academic and administrative staff, manage and co-ordinate Faculty based administrative support in respect of activities attaching thereto, liaising with central offices as appropriate.
- Line manages a range of administrative staff (within the faculty office), providing administrative leadership, setting and maintaining high standards of effectiveness and efficiency.
- Contribute significantly to the Faculty administration management team and to the on-going enhancement and development of the Faculty administration framework.
- Develop and maintain a high level of awareness of and familiarity with policy and other developments within Higher Education and other sectors, in so far as these impact upon the Faculty and University, and Faculty administration, in particular.
- Assume 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 specific responsibility for the delivery of best-practice administrative support and system development for the Nursing placement function 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.
- Liaise with senior personnel in external bodies such as School of Nursing and Human Sciences partner health services, funding agencies, other HEIs and government and semi-state bodies.
- 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.

Experience, Skills and Qualifications:

The successful candidate must hold a primary degree, have a proven track record of success in administration management, preferably within the Higher Education sector, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration and academic-related matters.

They 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. They must also demonstrate knowledge of higher education issues, particularly in so far as they impinge upon the Faculty of Science and Health.

They should have 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.