Head of Careers Service
(Fixed Term Contract up to 5 Years Duration)

The Careers Service in DCU forms an integral part of the central student support service unit, Student Support & Development (SS&D), which also comprises the following Units: Counselling & Personal Development; Disability & Learning Support; Inter Faith Centre; INTRA Unit; Sports Development; Student Advice Centre, Student Health Centre.

The Careers Office is now seeking to appoint a Head of Service. The successful candidate will report directly to the Director of Student Support & Development.

The Head will lead, manage and develop a busy Careers Office, compromising of 2 Guidance Counsellors, 2 secretarial staff and 2 other members of staff who work on a part-time basis within the service. S/he will take a strategic leadership role, ensuring that DCU graduates are well prepared for the employment market and given the opportunity to develop lifelong employability skills.

Key Duties and Responsibilities:

The Head will:
- Provide a relevant and comprehensive suite of careers services, which includes individual consultations, employment fairs, employers events, employability seminars, a vacancy service, integrated careers education
- Provide strategic leadership for the Office, in line with the University strategy and key University priorities
- Have overall responsibility for the operational management of the Office, ensuring that a professional, efficient and effective service is provided to students, staff and employers
- Manage the budget effectively
- Manage the Careers Office and its staff, enhancing the performance of the Office and developing relevant KPIs to monitor quality
- Represent the University on relevant professional associations
- Build and maintain relationships with DCU’s network of employers, professional organisations and key stakeholders
- Work collaboratively with Schools, Faculties, student service providers at DCU, for the benefit of the student
- Use technology to increase efficiencies and improve the services to students, employers and staff
- Carry out professional Careers Advisors responsibilities for a client caseload
- Develop the provision of academic skills development programmes amongst the student body
- Provide services as required by the Director

Essential

- Primary degree and relevant postgraduate degree or equivalent professional qualification
- A minimum of 5 years relevant management experience and a proven track record of successfully managing a busy service unit
- Ability to lead and motivate professional staff, managing their development and monitoring quality of performance
- A clearly-articulated vision for the Careers Service
- A proven record of working collaboratively and innovatively in a high-performance, results-driven organisation
- Strong IT skills

The suitable candidate will have:
- Excellent managerial
- A proven ability to motivate and lead teams
- An inert ability to react flexibly and appropriately to unplanned situations
- A track record in cross-disciplinary project management
- Strong presentation and communication skills
- A high level of IT competence

Informal enquiries to:

Dr. Claire Bohan, Director of Student Support & Development, Dublin City University, Email: claire.bohan@dcu.ie

Salary scale: Administrator II: €54,331 - €88,068
€48,898 - €79,261*
*Applies to new entrants to the public sector after 01 January 2011.

Appointment will be commensurate with qualifications and experience.

Closing date: 4th May 2012

Application Procedure:
Application forms and full descriptions of the duties of the roles are available at: http://www4.dcu.ie/hr/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

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