Dublin City University
Faculty of Humanities and Social Sciences
Senior Faculty Administrator

As a result of a recent retirement, DCU are currently recruiting for the position of Senior Faculty Administrator in the Faculty of Humanities and Social Sciences. The Senior Faculty Administrator will report to the Executive Dean of the Faculty and have responsibility for coordinating all aspects of faculty administration. This will include the day to day management of the faculty administration team.

The successful candidate will be expected to provide high-level administrative support across a wide range of academic and other activities within the Faculty. This will include supporting and coordinating the development of processes and procedures critical to the assurance of academic quality, efficiency and effectiveness in the operation of the Faculty’s activities. In addition, the individual will also be responsibility for ensuring that the faculty administrative team provides appropriate supports to academic staff seeking external research funding from agencies such as the EU, IRCHSS and others.

The duties and responsibilities of the post will include the following:

• Co-ordinate administrative support to the Dean in support of the management of academic programmes
• Develop, manage and assume responsibility for the areas of budget management and financial control
• Responsibility for the day to day running of the Faculty across academic and administrative areas. This will include the management of resources and facilities within the Faculty in order to utilise them to best effect
• Working with other units, especially the Registry, develop, implement and monitor processes and procedures to support the wide range of academic activities carried out within the Faculty including admissions, induction, transfers, appeals, work placement and the examination process
• Develop, co-ordinate and drive the Faculty-wide processes and procedures for the assurance of academic quality and an efficient and effective operation of the Faculty's activities
• Ensure faculty wide consistency and efficiency in the operation of programmes, taking responsibility for the overall scheduling, convening and follow up activities of programme boards
• Co-ordinating the marketing and promotion of research activities and taught programmes on a Faculty-wide basis in order to maximise their impact and cost-effectiveness and to minimise duplication of effort. This will include implementing effective Secondary School liaison policies
• Develop and implement mechanisms to support academic Faculty in their research and teaching activities for example through the appointment and organisation of support tutors
• Represent the Dean at committees, working groups and events as appropriate
• Assume overall responsibility for the recruitment, selection and career development of administrative staff within the Faculty
• Liaise with other units within the University including Personnel, Finance, Registry, Buildings, Computer Services, Education Services, President’s Office, Secretary’s Office and the Library
• Any other duties or responsibilities as may be assigned by the Dean
**Person Specification**

Candidates for this senior role must have an honours degree and preferably be qualified to postgraduate level and have a proven record of success in administrative management. He/she must be capable of exercising judgement and making decisions on a wide range of administrative and academic matters. Good organisational and management skills are essential, and direct experience in academic administration in a third level institution would be a major advantage.

Please note that staff must have successfully completed their probationary period. This vacancy is also open to existing eligible Grade VII staff who may wish to transfer.

Appointment may be on a contract basis of up to 10 years in duration.

**Salary scale:**

€54,331 - €88,068 (Administration II)

€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:** 12th April 2012

**Informal Enquiries to:** Dr. John Doyle, Executive Dean, Faculty of Humanities & Social Sciences, Email: john.doyle@dcu.ie Tel: 01 700 8084

**Application forms are available at:**

[http://www.dcu.ie/vacancies/APPLICATION FORM 6pg.doc](http://www.dcu.ie/vacancies/APPLICATION FORM 6pg.doc) 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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