



Administrative Job Titles in DCU

In line with the recommendations arising from the report issued in June 2006 by a Subgroup of the DCU Partnership Forum on *Job Titles for Support Staff in DCU* and as approved by the University Executive, the following job titles must be used in respect of all administrative grades in DCU.

The report was commissioned due to a lack of consistency in the application of administrative job titles across the university. It proposed that Job titles need to adequately reflect the content of the job and to ensure that it the job tiles is appropriate to the function/profession of the particular role Overall the aim was to ensure that job titles are meaningful both to an internal and external audience. Full details of the report can be viewed at:

<http://www.dcu.ie/partnership/FinalReportJune2006amendmentOct06.pdf>

Current Grade	Guideline Title
Administrator 4	Director / Manager
Administrator 3	Director / Manager / Assistant Manager / Senior Officer
Administrator 2	Manager / Assistant Manager / Senior Officer
Administrator 1	Assistant Manager / Senior Officer / Senior Administrative Officer
Senior Admin Assist	Senior Administrative Officer / Administrative Officer / Officer
Admin Assistant	Administrative Officer / Officer
Secretary 3 & Accounts Assistant 3	Assistant / Secretary / Senior Secretary
Secretary 2 & Accounts Assistant 2	Assistant / Secretary
Secretary 1	Assistant / Secretary

Notes:

- The title of Director will only be used with agreement from the University Senior Management.
- The title of Manager will only apply when the overall running of a unit/department comes under the responsibility of the role-holder.



- Depending on the structure of the unit, the title of Assistant Manager or Senior Officer may apply at Administrator 2 or 3 grades. This will be decided by local management.
- Consideration should be taken when a post has already been publicly advertised and recruited with a specific title.
- The option of titles for Secretary I, II & III will depend on the role/ function of the job. It is recommended that a consistent approach be used within School offices.
- In order to differentiate between the Secretary Grade II and Secretary Grade III to reflect supervisory responsibilities where appropriate. In summary, the term Senior Secretary can be applied to this post at a local level to reflect supervisory responsibilities where these occur. This may be department specific.
- The following is recommended in respect of Job titles in Research Centres. Research Centre Administrators can use the title “Research Centre Officer / Assistant / Secretary” or “Research Administrative Officer / Assistant / Secretary” as appropriate to their grade.
- In relation to the Introduction of the new Senior Administrative Assistant Grade 5.2, it is proposed that it is aligned with the grade of Senior Administrative Assistant I in respect of the Job Title to be used.

In May 2008, the Job Titles Report was implemented as follows in the Faculties, namely, DCUBS, Faculty of Engineering & Computing, Faculty of Science & Health, Faculty of Humanities and Social Sciences:

Current Grade	Guideline Title
Administrator 2	Faculty Manager
Administrator 1	Assistant Faculty Manager
Senior Admin Assist I and II	Senior Faculty Officer
Admin Assistant	Faculty Officer
Grade 3	Faculty Secretary / School Secretary (*)
Secretary 2	Faculty / School Secretary

(*) Senior Faculty Secretary / Senior School Secretary to be used as appropriate for example, where the staff member has supervisory responsibility. (Applied as appropriate in each faculty).



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