



**DCU Institute of Education**  
**Placements Administrator (Grade IV)**  
**Permanent**

**Introduction**

The DCU Institute of Education is the newest faculty of Dublin City University. Established in 2016 as Ireland's first university faculty of education, it has a staff of more than 140 full-time academics, an administrative team of 28 and a student body in excess of 4,000. The Institute brings together students of education across all sectors from early childhood, to primary and post-primary and further and higher education. As well as providing a range of undergraduate programmes in education, the Institute offers a rich menu of taught and research-based post-graduate programmes at doctoral, masters, diploma and certificate levels.

**Placements Administrator Role**

The Institute is seeking to recruit a Placements Administrator. The person appointed will report to the Assistant Faculty Manager or nominee and will work closely with academic Placement Coordinators. The Placements Administrator is responsible for coordinating placement administrative support, for review and streamlining of routine administrative processes and for first line management of placement support staff. The person appointed will also be allocated primary administrative responsibility for placement on specified programmes.

**Duties and Responsibilities**

The duties attached to this post include, but are not limited to, the following:

1. Coordinate and line manage placement support staff to ensure effective team delivery of placement administrative responsibilities
2. Scope and maintain a placement administration plan, review regularly with placement support staff and academic coordinators, and report risks or issues to the Assistant Faculty Manager
3. Review, streamline and align placement administrative processes to ensure efficient delivery of quality outputs to stakeholders
4. Act as superuser on the Institute's placement administration management system (METIS 2.0)
5. Working closely with the Assistant Faculty Manager, liaise with the academic placement coordinators to ensure that the administrative approach across programmes and settings is consistent and of a high standard

6. General administrative responsibilities associated with placement, including management of HR activities such as contracts and part-time claims, query handling from staff, students and other placement stakeholders, and logistical planning in relation to placement allocations and tutor assignments

### **Person Specification**

Applicants for this post must hold a degree or equivalent, and have a proven track record in administration in a complex or large-scale organisation. S/he should be well organised, able to co-ordinate and progress the tasks associated with the post on his/her own initiative, and to contribute to the on-going development and refinement of administrative processes. S/he will be flexible, demonstrate an ability to work effectively as part of a wider administrative team, and have excellent communication, interpersonal and IT skills.

Candidates should have a minimum of 3 years relevant work experience, preferably in a higher education administration environment. The ability to communicate as *Gaeilge* is desirable.

### **The Key Competencies for this post are as follows**

1. **Building and maintaining relationships:** Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.
2. **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholder in an engaging and convincing manner in order to progress the project effectively.
3. **Personal Effectiveness and Excellence:** Continuously strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, has effective time management skills and the ability to multi-task and prioritise in a busy deadline driven work environment.
4. **Problem Solving and Decision Making:** Demonstrates capacity to analyse and interpret information to identify key issues when solving problems, and knows when to consult with others to inform decision making

**Salary scale: €35,321 - €52,791\* (Admin Assistant Grade IV)**

\*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Admin Assistant Grade IV scale, in line with current Government pay policy.

**Closing Date: 7<sup>th</sup> December 2018**

**Informal enquiries**

Informal enquiries may be addressed to Maeve.Fitzpatrick@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 (Open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

Please clearly state the role you are applying for in your application and email subject line:

**Job Ref #1052: Placements Administration (Grade IV)**

**Dublin City University is an equal opportunities employer**