

Dublin Business School (DBS) is the leading independent third level institution in Ireland and provides a wide range of undergraduate, graduate, executive and professional programmes. The School is part of Kaplan, Inc., the education division of The Washington Post Company and a leading international provider of higher education, professional development and lifelong learning programmes.

DBS has an enrolment of over 9,000 students and comprises four separate schools – the School of Business, the School of Arts, School of Law and the Professional School.

We now wish to recruit a **Deputy Head of School of Arts** who will work with and support the Head of School of Arts in providing academic leadership and management and in planning the future development of the school.

Role and Responsibilities

Reporting to the Head of School, the Deputy Head of School will have responsibility for specific areas of activity within the School, assuming a leadership and decision making role. In addition, the Deputy Head of School will contribute significantly to the overall management of the School, working closely with the Head of School and School Senior Management Team to this end.

The primary duties and responsibilities attaching to the post of Deputy Head of School include the following:

- staff planning, management and development
- operational management and efficient administration
- deputising for the Head of School to cover absences

The Deputy Head of School will have the following direct reports: Programme Leaders, Subject Leaders (where applicable), Level Managers and Module Leaders as agreed by Head of School.

Skills and Experience required

- Academic Management and Higher Education experience is essential
- An appropriate Masters Level qualification is essential
- People management experience is desirable
- Excellent interpersonal and communication skills

Applications are invited in the strictest confidence via email only to recruitment@dbs.ie. Please address all applications to Kay Browne, HR Officer Dublin Business School from whom further details of the role can be obtained.

Closing date for receipt of applications is 5pm on 7th September 2010.