



**Dublin City University
Faculty of Engineering and Computing
School of Computing**

**Programme Manager (PNU)
(2 Year Fixed Term Contract)**

Introduction

The Faculty of Engineering & Computing is home to the Schools of Computing, Electronic Engineering and Mechanical and Manufacturing Engineering and hosts or participates in a number of large scale research centres. As part of its strategic relationship with Princess Nourah Bint Abdulrahman University (PNU) in Riyadh, Kingdom of Saudi Arabia (the world's largest women-only university), the School of Computing currently delivers an MSc programme in Data Analytics on the PNU campus.

The Role

The Programme Manager (PM) will be responsible ultimately to the Executive Dean or nominee and will work with various stakeholders both within and outside the University. The Programme Manager will be primarily responsible for planning and organizing the successful delivery of external programmes, initially in PNU and potentially other international collaborations.

In respect of the PNU programme, the PM will be the main point of contact with PNU concerning the management and operation of the program and will be directly accountable for planning, organizing and tracking successful delivery of the contract with PNU. They will also be responsible for developing positive relationships with key stakeholders in the project and keeping them informed of any aspects of the programme that may affect them. The PM will be expected to build relationships with PNU and identify future business opportunities for DCU.

There is an expectation that the PM will travel to PNU from time to time.

Responsibilities

- Assume primary coordination for the operation of the PNU programme across all administrative areas. This will include oversight of resources in order to utilise them to best effect.
- Assume overall responsibility for the recruitment, selection, training, development and location management of academic and administrative staff based in PNU.
- Manage systems and assume responsibility for the areas of administrative management and financial control as it relates to PNU.
- Working with other units within DCU and PNU, to develop, implement and monitor processes and procedures to support the full range of academic activities to be carried out, including admissions, induction, timetabling, appeals and the examination process.

- Manage programme plans that deliver on all international programme contractual commitments.
- Engage with key stakeholders and communicate programme updates.
- Ensure deliverables are produced on time and meet the highest quality standards.
- Identify problems and or potential risks to successful delivery of programmes; propose solutions to address them proactively and swiftly.
- Liaise with Programme Chairs/Programme Manager at PNU on a weekly basis to ensure that they have the support and resources they require.
- Managing relationships with key stakeholders.
- Plan and organise regular steering group meetings for PNU.
- Convene periodic meetings of Programme Board as required.
- Any other duties which may be assigned from time to time by the Head of School or Executive Dean.

Qualifications and Experience:

Applicants must hold a minimum of a primary degree, in addition to at least five years relevant experience, preferably in the field of postgraduate education. S/he must be capable of exercising judgement and making decisions on a wide range of administrative and academic matters. Excellent organisational, communication and management skills are essential.

The successful candidate will also ideally have:

- Expertise in coordinating multi-dimensional programmes or projects
- A proven track record of building and developing effective working relationships
- Effective leadership and influencing skills
- Track record of performance in a third level educational environment, preferably in a Computing environment
- Familiarity with academic processes of programme design, delivery, assessment accreditation, examination boards, programme boards and quality management
- Experience with academic information management systems
- Excellent organizational skills and ability to prioritize a wide range of tasks
- Results focused with the ability to see things from a strategic perspective
- Experience of financial reporting and budgeting
- Excellent oral and written communication skills

Salary Scale: €51,477 - € 73,097 per annum (Administrator I - Grade VI)

Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing date: Monday 22nd October 2018

Application Procedure

Informal enquiries to:

Professor Rory O'Connor, Head of School of Computing, Dublin City University, Dublin 9, Ireland

E-mail: Rory.OConnor@dcu.ie

Tel: +353 (0)1 700 5643

Website: <http://www.computing.dcu.ie>

Please do not send applications to this email address, instead apply as described below

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 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #1016: PNU Programme Manager

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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