



**Dublin City University
Ideas Lab
National Institute for Digital Learning
Dublin City University
Project Manager (Senior Administrative Officer II [Grade V.2])
2 Years Fixed Term Contract**

The Institute

The National Institute for Digital Learning (NIDL) aims to be a world leader at the forefront of designing, implementing and researching new blended, on-line and digital (BOLD) models of education. We have a mission of transforming lives and societies by exploring BOLD new models of education for a better and more sustainable future for all.

The NIDL is committed to providing strategic leadership, building strong communities of innovation, and enabling and contributing to world-class research. We support a comprehensive suite of professional development opportunities in BOLD education from workshops to advanced postgraduate and doctoral study.

The NIDL consists of three units: the Teaching Enhancement Unit, the Ideas Lab and the Open Education Unit. The Project Manager will work primarily on DCU's Ideas Lab projects to deliver DCU's strategic ambitions in digital teaching and learning. These projects include the Fáilte ar Líne /Welcome on Line project which is focused on developing global digital learning solutions for the Irish language. Building upon existing pioneering developments in digital learning, this post offers an exciting opportunity for the successful candidate to co-ordinate and work with a dynamic and interdisciplinary team. Under the direction of the Head of the Ideas Lab, you will work closely and co-ordinate the team of project staff including academics, learning technologists, researchers, external consultants and other partners to achieve The Ideas Lab's and DCU's strategic objectives.

Key Responsibilities

- Plan and co-ordinate the implementation of projects under the co-ordination of the Head of the Ideas Lab.
- Co-ordinate learning technologists and their work-flows.
- Capture project goals and needs effectively.
- Clarify and develop objectives and key issues in a structured manner and document these in project files.
- Co-ordinate releases of project deliverables to deadlines and to the highest standards.
- Prepare, maintain and co-ordinate project documentation including costing, project plan, timelines, specifications, and reporting.
- Confirm specifications for new, enhanced or changed requirements of the project.
- Communicate and liaise regularly with internal and external stakeholder.
- Co-ordinate and engage in marketing activities relating to the project, including, specifically, the dissemination of promotional content on the project website, social media and across traditional marketing channels.
- Complete project related administrative duties and applications in an efficient and timely manner.
- Provide appropriate feedback to the Head of the Ideas Lab or nominee.

- Self-manage own workload to meet agreed deadlines.
- Manage a variety of tasks concurrently and show flexibility of work patterns in order to meet timeframes and delivery.
- Escalate issues and risks as necessary to the Head of the Ideas Lab or nominee.
- Carry out other such duties as determined and required from time to time by the Head of the Ideas Lab.

Experience and Requirements

The candidate will possess excellent management, administrative and interpersonal skills. The candidate must hold a primary or master's degree in business, management and/or project management with experience of working in a higher education or e-learning environment or three years of equivalent industry project management experience is desirable. Experience of working and coordinating diverse teams is essential. The successful candidate will have advanced English language skills with a knowledge of the Irish language desirable.

Skills Requirements

The successful candidate will:

- Demonstrate clear management, organisational and administrative skills.
- Have excellent interpersonal skills and the ability to establish effective working relationships with staff.
- Possess the ability to co-ordinate and motivate a team
- Solution-oriented competencies and mind set.
- Develop a team approach to creative and innovative problem solving.
- Have excellent organizational and time management skills with the ability to establish clear priorities
- Be willing to travel between campuses and work out of hours as necessary.
- Possess fluent and effective oral and written communication skills.
- Display a willingness to engage in and to conduct further training and development.

Salary Scale: €48,468-€53,927

Appointments 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

Deadline for Applications: 4th January 2019

Informal enquiries in relation to this role should be directed to:

Dr. Mairéad Nic Giolla Mhichíl

Head of the Ideas Lab & Associate Professor

National Institute of Digital Learning & Fiontar agus Scoil na Gaeilge, Faculty of Humanities and Social Sciences

Email: mairiad.nicgiollamhicol@dcu.ie; Tel: +353 (0)1 700 6143.

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, DCU Glasnevin Campus, Dublin 9, Ireland. Tel: +353 (0) 1 700 5149. Please clearly state the role that you are applying for, including the job reference, in your application and email subject line; Ref #1072 Project Manager

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

The Department of Arts, Heritage, Regional, Rural and Gaeltacht Affairs with support from the National Lottery co-funds the Fáilte ar Líne project under the 20 Year Strategy for Irish programme.

Dublin City University is an equal opportunities employer.



An Roinn Cultúir,
Oidhreacht agus Gaeltachta
Department of Culture,
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