Dublin City University

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland’s fastest growing university and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick’s Campus; DCU All Hallows Campus). With five campuses in total (three focussed on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

Estates Office

The Estates Office is responsible for the management of the University's physical assets and the provision of operational services and capital development across a multi-campus environment. There is a requirement for an experienced Capital Projects Manager to join the existing Estates team to manage a significant demand across a multi campus organisation now comprising 75 buildings across 5 campus locations extending to 250,000m2 a further 55,000m2 will be added following completion of the current Campus Development Plan. While this position is initially based on the Glasnevin campus it is envisaged the post holder will be required to provide services across all University campuses including travel between campuses to carry out duties as the need arises.

Capital Projects Manager

This position presents an exciting opportunity for a dynamic individual, with substantive experience of delivering capital projects, at a senior level, to make a significant contribution to the future of DCU as it enters its next stage of development. The Capital Projects Manager will work closely with the Head of Estates as well as other senior stakeholders to implement a strategy which sets out a vision and delivery plan for the future development of all DCU campuses in line with University strategic objectives defined in the University Strategic Plan 2017-2022 - Talent, Discovery and Transformation.
Reporting to the Head of Estates, the post-holder will have responsibility to oversee the day to day management of all capital, major, and minor projects across all campuses, and to ensure that project activities and developments are implemented in accordance with the overall Estates strategy to support University objectives while ensuring continuous quality improvement.

The role will focus on ensuring appropriate plans are in place to manage and enable progression of the current €220m DCU Campus Development Plan. The Capital Projects Manager will have responsibility for the delivery of approved university capital projects and other relevant initiatives and will review current project management processes (for all construction and related estates projects) and put in place procedures for ensuring the consistent delivery of projects within project-specific parameters.

In addition, the Capital Projects Manager with the Head of Estates and senior team will devise, develop and coordinate for approval a new campus masterplan in line with University strategic objectives defined in the University Strategic Plan 2017-2022 - Talent, Discovery and Transformation.

**Duties and Responsibilities**

The main duties and responsibilities of this role will include but not be limited to the following activities:

- Lead and develop a strategy for the delivery of all capital construction and ancillary projects for the University, including budgetary and staff management responsibility, ensuring that the appropriate type and scale of resource is available for timely implementation of approved projects and initiatives.
- Work closely with the Head of Estates and other senior staff members to, develop and implement an agreed estates strategy in respect of capital projects, minor works, infrastructure development, campus sustainability, and operations.
- Support the Head of Estates to develop and implement, aligned reporting, governance and accountability processes in conjunction with the Office of the Chief Operations Officer, participate on relevant steering groups and committees and report as appropriate.
- Lead the procurement activity associated with capital projects, minor works and facilities service delivery, including the appointment of project design teams, in accordance with relevant legislation and guidelines in conjunction with the Procurement office.
- In conjunction with the Head of Estates and other senior stakeholders, devise and implement an Estates strategy which sets out a vision and plan for the future development of all DCU campuses in line with the University's strategic objectives.
- Responsible for setting an exemplary standard in relationship management by providing a strategic interface between stakeholders, technical specialists and design teams, advising and influencing project sponsors and senior managers on how best to achieve desired outcomes.
- Work closely with senior stakeholders to deliver excellence in all aspects of the services provided by the Estates Office, actively drive the implementation of key processes for ongoing improvement.
• Support the Head of Estates with the leadership and management of local projects teams, manage and motivate, including setting clear performance targets
• Identify resourcing needs including the recruitment and selection of appropriate staff in line with Estates Office requirements as well as identifying and implementing training needs as required
• Represent the University’s interests with relevant bodies and with internal and external stakeholders as required
• Liaise with estates senior managers and teams to ensure the smooth delivery of projects on an ongoing basis
• Ensure compliance with Health & Safety legislation, building regulations and procurement requirements in all aspects of Estates activities

For capital projects and initiatives:

• Develop project proposals and appraisals to facilitate internal and external approvals
• Assist the Head of Estates in the management of capital budget allocations, €100M+ currently approved
• Prepare and present business cases to include early accurate budgeting for capital projects
• Devise and co-ordinate relevant activities associated with a new DCU Campus Masterplan
• Attend regular project steering group meetings and provide project updates as required
• Procure and manage project implementation teams (project management, cost, design, construction, facilities management) as appropriate to the project
• Ensure that all procurement compliance requirements are met in conjunction with the DCU Procurement Office
• Drive University sustainability objectives in all capital construction projects and refurbishment projects
• Develop systems for stakeholder engagement and communications to ensure that expectations are managed and facilities delivered in line with the project-specific parameters
• Manage projects (or programmes) including on the ground project teams to successful completion in line with KPIs of cost, quality, time, sustainability, O&M documentation, building regulations and safety obligations
• Maintain cost control throughout project lifecycle
• Co-manage the procurement of FM services and FM operations of the building for the initial defects liability period and ensure transition of projects from construction to operation phase
• Carry out post projects reviews, revising procedures in response to lessons learned
• Manage the project audit process
• Ensure the efficient capture and storage (including electronic) of all essential project data
• Manage all project reporting exercises

For non-capital projects and initiatives:

• Develop procedures for project appraisal and selection to include early and accurate cost forecasting, advise Estates projects team on an ongoing basis as well as ongoing monitoring of project delivery
• Maintain a centralised project tracker and cost spreadsheet for all project activities and expenditure
• Right-size all capital/project management procedures (as above) as appropriate on a project-specific basis
• Develop and manage procedures for monitoring and reporting on programmes of (minor) multiple projects
• Standardise and right-size project management skills within the Estates Team.

Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive as it is envisaged additional responsibilities will be added to the role as the University develops into the future. Other duties will be assigned according to the needs of the Estates office and University. The post holder can be assigned to any campus in line with demand

**Requirements/Qualifications**

Applicants must hold Degree in a relevant area such as engineering, architecture, project management etc. accredited by an appropriate professional body together with a a minimum of 10 years’ professional experience with at least five to ten years senior project management experience

• Applicants must demonstrate significant practical experience working at a senior level, a strong customer service perspective and a thorough understanding of general Capital Projects management techniques and design team management in a large and complex organisation and diverse user communities
• Applicants must demonstrate extensive experience working at a senior level on in the areas of departmental training, recruitment and budget management
• Applicants must demonstrate a comprehensive understanding of the building, and regulatory environment, including knowledge of listed buildings and a thorough understanding of general project management techniques including the Capital Works Management Framework in a large and complex organisation
• Applicants must demonstrate the ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work.
• Applicants must demonstrate an ability to communicate information accurately and collaborate with various departments at different levels of the organisation
• Applicants must be able to work well within a broader team and demonstrate flexibility and responsiveness
• Excellent communication and conflict resolution skills are required as well as the ability to problem solve, brainstorm and to generate innovative ideas and solutions
• Excellent verbal and written communication skills are required as well as an ability to positively interact with both internal and external stakeholders and the ability to be flexible and adaptable in responding to stakeholder needs

**Salary Scale:** €79,371 - €103,804 Admin III

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

**Closing date:** 11th January 2019

**Informal Enquiries:**

Informal enquiries may be addressed to Mr. Gerard McEvoy, Head of Estates. Email: (gerard.mcevoy@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](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 #1079 Capital Projects 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: Insert hr.applications@dcu.ie

*Dublin City University is an equal opportunities employer*