

The DCU Incorporation



Change Management Specialist

(12 month contract)

Background:

The DCU Incorporation Programme is the planned coming together of St. Patrick's College, Drumcondra (SPD), Mater Dei Institute of Education (MDI) and the Church of Ireland College of Education (CICE) with Dublin City University. The timeframe for the Incorporation Programme will see all SPD and MDI 1st year students registered as DCU students in September 2015, with full incorporation (all students across all institutions registered at DCU) in September 2016.

The Incorporation Programme consists of nine major projects each of which is being managed by a Project Workstream. One of these is the Change Management and Communications (CM&C) Workstream as this major multi-institutional initiative involves significant changes for the four institutions.

[More information about the DCU Incorporation Programme can be found on www.dcuincorporation.ie]

The need has arisen within the CM&C Workstream for a **Change Management Specialist**.

Summary of the role

This position will report to the Senior Project Manager for Change Management on a day to day basis and comes under the general direction of the DCU Training and Organisational Development Manager in delivering for the overall strategic Organisation Development (OD) and training needs of the University. This position will be based in the Human Resources Department of the University.

Key responsibilities will include:

- Support the Senior Project Manager for Change Management in the execution of all aspects of the change/stakeholder engagement plan
- Prepare and draft change management communications through a variety of channels including emails, leaflets, articles and presentations
- Facilitate relevant stakeholder forums
- Prepare information for meetings and support all post meeting activities
- Organise cross-institutional information sessions to communicate about the Incorporation Programme
- Contribute to the CM&C Workstream meetings.

There will be a requirement to work under the direction of the DCU Training and Organisational Development Manager in relation to the following activities:

- Co-design with the Training and Organisational Development Manager training courses to support stakeholders through the change/transition process
- Preparation of draft guidelines in relation to change, transition and professional development
- Development of a process map for an expanded and enhanced training and development service.

There may be a requirement to undertake other activities, either related to change management or training and development, and the job holder will need to be flexible.

Qualifications and Experience required

Candidates shall have a primary degree and preferably a post graduate qualification in a related area. Experience of the full large scale change management project lifecycle is essential.

Relevant Skills and competencies

The successful candidate must have a proven track-record in preparing and drafting communications through a variety of channels including email, leaflets, articles and presentations. S/he will have excellent communication skills including excellent written and presentation skills and excellent knowledge of on-line channels of communication, including Facebook, Twitter etc. The successful candidate will have excellent facilitation and organisational skills, and experience in designing and delivering training courses. S/he will need to demonstrate flexibility.

Salary - €46,513 - €63,251

Appointment will be commensurate with qualifications and experience

Closing Date: 5th August 2015

Informal enquiries to: Martin Leavy, HR, DCU Tel: +353-1-7005147, E-mail: martin.leavy@dcu.ie

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

Application Procedure

Application forms are available from: Human Resources Department, Dublin City University, Dublin 9.
Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 E-mail: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #153: Change Management Specialist

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