Estates Project Manager  
Estates Office  
(Up to 14 months fixed term contracts – 2 posts)

Background

Dublin City University (DCU), St Patrick’s College, Drumcondra (SPD), Church of Ireland College of Education (CICE) and Mater Dei Institute of Education (MDI) are actively engaged in a formal process leading to the full incorporation of SPD, CICE and MDI with DCU by September 2016.

The Estates Office is responsible for the management of the University’s physical assets and the provision of services in a multi-campus environment. There is an immediate requirement for 2 Project Managers to supplement the existing Estates team. This is to ensure the successful delivery of necessary refurbishment and compliance projects as well as providing facilities and utilities support to all DCU campus locations during the Incorporation process.

The successful candidates will, as part of the Estates team, manage building, maintenance and refurbishment works and provide energy and utilities support. The post holders will initially be based on the All Hallows and St Patricks Campus but will have duties relating to all university sites.

Duties and responsibilities

The post holders will report to the Assistant Estates Manager, or nominee, and the duties of the post will include but not be restricted to the following:

1. Management of building and refurbishment works on all university property as directed, ensuring all projects are completed successfully on time and within budget.

2. Manage and document snagging and defects, ensuring satisfaction of all stakeholders before final account is agreed.

3. Ensure compliance with legislation, building regulations and procurement requirements.

4. Input into master planning where required.

5. Liaise with on-site personnel and contractors, ensuring safe systems of work and relevant DCU permit requirements are in place.

6. Ensure that Estates Office requirements for management and quality of work are met.
7. Develop project plans and schedules for completion, monitor project activities and prepare regular project progress reports.

8. Develop project budgets and monitor expenditure, prepare regular budget reports with supporting documentation.

9. Manage project documentation throughout design, construction and post-completion.

10. Manage drawings and keep record drawings, including site services drawings, up to date.

11. Provide a backup to Facilities managers as directed.

12. Provide Energy and utilities support as directed.

13. Manage works relating to space moves including movement of furniture, equipment and personnel, as required.

14. Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive. Other duties will be assigned according to the needs of the office and University.
**Requirements/Qualifications**

- Applicants must hold a relevant construction related degree. A minimum of 5 years’ relevant experience in the building industry, together with on-site experience.

- Proven ability to manage projects, manage design teams and contractors and bring projects to a successful conclusion is essential.

- Experience of working with protected structures and experience of EU procurement is desirable.

- A comprehensive understanding of the building construction and regulatory environment is essential.

- Excellent Verbal and Written Communication Skills and an ability to positively interact with both internal and external stakeholders.

**Informal enquiries to:**

Gerard McEvoy, Dublin City University, Dublin 9.

E-mail: gerard.mcevoy@dcu.ie

Tel: 01 7005561 / 5142

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

**Salary Scale:**  € 49,967 - € 68,393 (Admin I)

**Closing date:**  13th May 2016

**Application forms are available from:**  [www.dcu.ie/vacancies/current.shtml](http://www.dcu.ie/vacancies/current.shtml) and from the 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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref # 310 Estates Project Manager**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

*Dublin City University is an equal opportunities employer*