



**Estates Systems Manager
Estates Office
(Up to 16 months fixed term contract)**

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. While this position will be based on the Glasnevin Campus the post holder may be required to provide services at any of the University campuses as required.

Role

Reporting to the Estates Manager/Deputy Director of Estates or his/her nominee, the post-holder will manage the technical evaluation, development, expansion, integration and roll-out of all DCU Estates Office systems across the Glasnevin, St. Patrick's and All Hallows over the next 16 months.

Systems will include the Estates Helpdesk/Workflow System, CCTV, INSITE Space Management System, Plant Asset Tracking and Management, Contractor Access System, Building and Energy Management Systems, Fire Alarms, Intruder Alarms, Electronic Locking and associated Facilities Systems for Projects, Maintenance, Security, Grounds and Cleaning Services.

Duties and responsibilities

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

1. The Systems Manager will work closely with ISS, Security, Maintenance, Grounds, Cleaning and Projects Teams to determine the detailed needs of each campus and to provide solutions to ensure full systems incorporation in an efficient and cost effective manner
2. The role will include strategic planning, project management, procurement and financial management of these systems including the incorporation and integration into all campuses and assets.
3. Ensure system end users receive sufficient training and support to allow efficient roll out of systems across the organisation
4. Represent the Estates Office on all matters relating to the investigation and roll out of the wider organisations systems integration, including participation in working groups, regular reporting, and recommendations.

5. 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

- The successful candidate must hold an appropriate construction related qualification to trade or engineering technician level and a qualification in BMS Controls.
- Minimum of ten years' experience as a maintenance/facilities manager working on and developing similar systems, preferably in a third level educational or similarly diverse environment.
- A comprehensive understanding of Building Management Systems Programming and Installation.
- A comprehensive understanding of the facilities and regulatory environment, the construction and maintenance of buildings and the systems to ensure optimum control, compliance, safety and comfort.
- 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: 6th May 2016

Application forms are available from: 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

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

Job Ref # 311 Estates Systems Manager

Applications should be submitted by email to 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

