



Finance Department

Strategic Procurement and Supply Chain Manager

3 Year Fixed Term Contract – Full Time

General Information

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century.

Through its mission to transform lives and societies through education, research and innovation, DCU acts as an agent of social, cultural and economic progress. As Ireland's University of Enterprise, it is characterized by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector. Excellence in its education and research activities has led to its consistent ranking in the top 50 of the world's young universities (QS Top 50 under 50)

Dublin City University is organised around a number of Academic Faculties with their associated Schools and Research Centres. There are also a number of supporting departments and Campus Companies. The Finance Office has responsibility for providing a comprehensive range of services these faculties, departments and campus companies, including procurement and supply chain management.

DCU is engaged in a formal process with St Patrick College Drumcondra, the Mater Dei Institute of Education and the Church of Ireland College of Education which, while respecting the identity of the individual institutions, will lead to the creation of a single University entity. This Strategic Procurement and Supply Chain Manager role will be a key part of the Finance Office team to ensure the successful migration of the incorporating institutions to the systems and processes within this new DCU.

Overview of the Role

Reporting to the Director of Finance or his / her nominee the Strategic Procurement and Supply Chain Manager will have a key role in the following:

- To set and manage the execution of the strategic objectives for the procurement and supply chain management function in line with the DCU Finance Office Strategic Plan.
- Managing a small centralised procurement and supply chain management function where purchasing is devolved to a number of buyers in various faculties, schools and business units within DCU and providing procurement services to St Patrick's College Drumcondra.
- Managing the migration process of procurement procedures arising from the incorporation of St Patrick's College Drumcondra, Mater Dei Institute of Education and Church of Ireland College of Education into DCU.
- The application of best practice, identifying opportunities for savings, delivering value for money and providing excellent customer services.
- Working with other members of the finance team to ensure the effective integration and interface of procurement systems and processes with other elements of the finance function.

- Leading effective rollout programmes where contracts have been agreed.
- Managing the interaction between the University and the Office of Government Procurement and the Education Procurement Service.
- Building relationships with various stakeholders and representing the University on external bodies as appropriate.

Key responsibilities.

More specifically the key responsibilities include:

- Ensure that procurement and supply chain management policies and processes support the University's strategic objectives.
- Ensure that the objectives for the procurement and supply chain management function are clearly set out monitored and achieved.
- Manage the migration of the three incorporating entities into DCU's procurement and supply chain management processes.
- Ensure optimum operational efficiency through effective supply chain management.
- Manage the interface between the University and the Office of Government Procurement and the Education Procurement Service, ensuring that information requirements are met on a timely basis.
- Identify opportunities for the achievement of cost savings through procurement and supply chain management.
- Ensure that the procurement and supply chain management service is delivered in a customer focussed manner.
- Lead the development of enhanced management information through greater utilisation of category codes and other structures within the financial systems to enhance the control, analysis and reporting of expenditure, savings obtained and performance of suppliers.
- Improve the quality of systems and processes to increase transaction efficiency
- Develop relationships and improve communication with all Budget Holders to identify opportunities for improving the supply chain management process and maximise efficiencies and savings.
- Ensure that the highest standards of compliance with legislation, government circulars and DCU policies in this area.
- Manage the supply chain risk and improve sustainability.

Skills/Competencies

- Be an experienced Procurement professional with significant experience in a diversified organisation.
- A strategic planner with a track record in clearly setting, monitoring and achieving goals.
- Experience of organisational change management within procurement and supply chain management structures.
- Proven ability to achieve continuous process improvement in procurement and supply chain management.
- Comprehensive knowledge of the management information required for an effective procurement and supply chain management process
- Have a strong customer focus.
- Be able to demonstrate an ability to deliver value for money.
- Be experienced in managing/motivating and leading staff.
- Strong negotiation skills.
- Excellent communication skills.
- Be familiar with the public procurement processes and related policies.
- Adaptable and flexible.

- Self-starting, an initiative taker and problem-solver.
- Proven strong administrative skills, attention to detail and ability to multi task and manage multiple priorities effectively.
- High degree of energy, enthusiasm, and creativity.

Qualifications and Experience

Candidates shall have a primary degree or equivalent and a minimum of 5 years relevant experience. A professional procurement qualification is desirable.

The appointment will be made on a fixed term contract basis. An attractive salary commensurate with the successful applicant's experience will be offered to the holder of this post.

Full details of salary upon promotion for internal staff can be viewed at <http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing date for receipt of applications is Friday 28st February 2014.

Interviews will be held on Monday 10th March 2014.

Informal enquiries should be addressed by email to Mr Ciaran McGivern, Director of Finance, DCU ciaran.mcgivern@dcu.ie

Applications form as available from DCU Current Vacancies (open competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel:+353 (01) 700 5149.

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

Dublin City University is an equal opportunities employer