



DCU Incorporation Programme Management Office

Project Specialist – Grade V (Up to 2 Years 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.

This is a significant programme of change for the four founding institutions. Implementation is organised in a series of workstreams, each of which have responsibility for a specific area of activity within the incorporation. Led by a Programme Director, the Programme Management Office (PMO) coordinates the overall programme of work for the Incorporation.

Responsibilities of the PMO include supporting the Incorporation Board and Chairperson, planning of and adherence to the programme timeframe and management of inter-dependencies and risks. More information about the DCU Incorporation can be found on www.dcuincorporation.ie

The DCU Incorporation is now recruiting a Project Specialist to support the work of the PMO.

Post summary:

Working closely with the Incorporation Programme Director, the main duties of this role will include but not be limited to:

- Participate in and support a regular cycle of meetings relating to the Incorporation.
- Administration of the Incorporation budget and related office management responsibilities.
- Maintain and manage regular status updates between the PMO and individual workstreams.
- Co-ordinate and support of multiple projects and initiatives relating to the Incorporation or workstreams (as required).

- Provide administrative and other related support to the Incorporation Board as identified by the Chair or Programme Director.
- Undertake any other duties as may be assigned by the Programme Director and/or Chair of the Incorporation Board.
- Pro-actively build and maintain successful relationships with stakeholders at all levels across the 4 founding Institutions
- Communicate complex information to stakeholders at all levels using appropriate communication methods

Qualifications and Experience

Candidates must have a Primary Degree or equivalent (NFQ Level 7) plus a minimum of 3 years Project Management experience or equivalent (qualifications welcome). Experience of working in Higher Education environments desirable. Must have experience of managing or administering projects in complex environments (e.g. multiple partners / stakeholder institutions).

Relevant Skills and competencies

The successful candidate must have a proven track-record in project management. In addition s/he will have excellent communication skills with an ability to work with a variety of different stakeholders. Strong analytical, administrative and interpersonal skills with good judgement skills an ability to influence and persuade at the highest level is essential.

Salary scale: **€45,452 - €54,974**
 €40,906 - €49,477*

*applies to new entrants to the public sector after 01 January 2011.

Appointment will be commensurate with qualifications and experience.

Closing Date: **Tuesday 19th August 2014**

Application forms are available at:

http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

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