



## Finance Department

### Strategic Procurement and Supply Chain Manager

#### Fixed Term 5 Year Contract

#### General Information

Dublin City University ([www.dcu.ie](http://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 distinctive mission to transform lives and societies through education, research and innovation. 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.

DCU is a young, dynamic and ambitious university. Since admitting its first students in 1980, DCU has grown significantly both in student numbers and size. By September 2016 DCU will have 16,000 students and will operate across five campuses in the Glasnevin / Drumcondra area of Dublin. This growth is driven in part due to the fact that DCU is engaged in a formal process with St Patrick's 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.

DCU's excellence is recognised internationally with the University being ranked highly among leading global institutions. DCU is currently included in the QS Top 50 Universities in the world under 50 years old out of a total of almost 10,000 universities established since 1966.

To provide for the further expansion of DCU, the University has recently embarked upon a €300m Campus Development Programme.

This Strategic Procurement and Supply Chain Manager role is a key role in the Finance Office team to support the University and the DCU Commercial Group of companies in the achievement of the DCU Group's strategic objectives.

#### 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.
- To provide the overall management of 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.
- 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 to the University and the DCU Commercial Group of companies.

- Ensuring that the business objectives are met while at the same time remaining in compliance with public procurement and other regulations.
- 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, but are not limited to the following:

- 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 to the University and to the companies within the DCU Commercial Group.
- 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 EU and National 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, however, a permanent contract may be possible for the right candidate. An attractive salary commensurate with the successful applicant's experience will be offered to the holder of the post.

**Closing date for receipt of applications:** 8<sup>th</sup> April 2016

Informal enquiries should be addressed by email to Mr. Ciaran McGivern, Director of Finance, DCU at [Ciaran.mcgivern@dcu.ie](mailto:Ciaran.mcgivern@dcu.ie)

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

### **Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also 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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #293 Strategic Procurement and Supply Chain Manager.**

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9, Ireland.

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