



**Dublin City University
Estates Office
Technical Services Manager
Admin I
Permanent**

Background

Dublin City University is widely recognised as a dynamic and innovative institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Having grown its student population by more than 50% in the past five years, DCU is Ireland's fastest growing University and today hosts more than 17,000 students across its three academic campuses (DCU Glasnevin Campus; DCU St. Patrick's Campus; DCU All Hallows Campus). With five campuses in total (three focused on Academic matters, one on Innovation, and one on Sports) in close proximity, DCU now has a substantial footprint in the Glasnevin-Drumcondra region of North Dublin.

The Estates Office is responsible for the management of the University's physical assets and the provision of facilities services in a multi-campus environment. There is a requirement for a Technical Services Manager to oversee the day to day management of all technical facilities services and associated budget across all campuses as required. While this position is primarily based on the Glasnevin Campus it is envisaged the post holder will be required to provide services at any of the University campuses including travel between campuses, to carry out duties and training from time to time as the need arises.

Role

Reporting, to the Head of Estates or his/her nominee, the post-holder will assist in all aspects of the management of the campus physical resources and the provision of the various support functions carried out by the Estates Office as required with a focus on using best business practice to improve efficiency, by reducing operating costs while increasing productivity. The successful post holder will have responsibility to implement the current technical services strategy with an emphasis on facilities engineering & technical services, project management, statutory building compliance, quality management, risk mitigation and budget management.

Duties and Responsibilities

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

1. Technical responsibility for the operation and maintenance of building, engineering and facilities services across all campuses including management of relevant staff and associated budgets
2. Oversee the day to day responsibilities of the Estates Office to ensure campus facilities achieve statutory compliance and are fit for purpose, engaging and managing relevant third parties where necessary
3. Oversee the preparation, alignment, implementation and procurement of Facilities Planned Preventative and Reactive Maintenance service level contracts across all campuses
4. Oversee the analysis and design layout of campus and buildings utilities distribution, water, foul and gas infrastructure systems across all campuses
5. Support and lead where required, the project management of agreed Building, Research, Facilities, Maintenance and Refurbishment Works
6. Manage safe work plans, emergency response plans and mitigation plans, including business continuity and critical supplier identification and mitigation
7. Oversee and ensure various required tests on building systems, make necessary recommendations and implement changes to plans where required
8. Anticipate difficulties and technical faults, especially those arising from phasing, variations, commissioning, and ensuring that where necessary these are either resolved directly or brought to the notice of the Estates Senior Management, for decisions
9. Ensure appropriate campus infrastructure and technical services plans are in place to enable progression of the current DCU Campus Development Plan
10. Oversee the development and management of the Estates facilities budget in conjunction with senior management, produce regular reports to ensure service level agreements and contracts are being carried out in line with agreed budgets and standards.
11. Supervision of reporting staff and contractors relating to day-to-day technical services
12. To keep up-to-date of all changes and amendments to statutory legislation and mandatory requirements relating to the safe and effective maintenance and operation of building services and installations
13. Work with the wider Estates Management team to ensure Campus and Facilities compliance to include, Health and Safety, Risk Analysis, Policy Provision, Emergency Planning, Fire and access, and best practice associated with the management of Buildings and Facilities including listed buildings

14. Liaise with internal and external stakeholders, including external utility providers and local authorities to ensure operational requirements are included in all building interruption and infrastructure connection plans
15. Liaise with external contractors, surveyors, engineers, architects and other construction professionals on an ongoing basis
16. To establish good working relations with university staff and senior stakeholders and to participate in user group meetings and workshops as required
17. 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 minimum of a primary degree in an area such as building services engineering, facilities management, mechanical engineering, electrical engineering, accredited by an appropriate professional body
- Applicants must have a minimum of 5 years relevant experience in a similar environment
- Demonstrable experience of developing and managing a comprehensive technical services and maintenance budget, with demonstrable success in implementing cost control and cost reporting strategies
- Proven experience of implementing facilities and maintenance strategy in a large complex organisation, ensuring risk reduction and quality control measures are in place. Knowledge of delivering facilities management in a listed buildings would be an advantage
- Proven experience of technical services management including demonstrable experience of managing facilities and maintenance output specification contracts, and associated in house staff and providing leadership in a complex environment, with demonstrable success in a similar service environment
- A comprehensive understanding of the building, engineering and the associated regulatory environment
- Excellent financial, verbal and written Communication skills and an ability to positively interact with both internal and external stakeholders

Salary Scale: € 51,992- € 73,828 (Administrator 1)

*Appointment will be commensurate with qualifications and experience, and will be made on the appropriate point of the Administrative Assistant salary scale in line with current Government pay policy.

Closing date: 25 October 2019

Informal Enquiries:

Informal enquiries may be addressed to Mr. Stephen Toomey at stephen.toomey@dcu.ie, tel: +353 (01)7005174

Application Procedure

Application forms are available from the 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 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC0622 Technical Services Manager, Estates Office,.

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. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: Insert hr.applications@dcu.ie

Dublin City University is an equal opportunities employer