Dublin City University
Faculty of Engineering and Computing
Facilities and Technical Services Manager
Permanent Contract

Introduction

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious University with a distinctive mission to transform lives and societies through education, research and innovation. DCU is a research-intensive, globally-engaged 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 for success in life, and in the workplace, by providing a high-quality education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU's consistent presence in the rankings of the world's top young universities.

The Faculty of Engineering and Computing at Dublin City University is home to the Schools of Computing, Mechanical and Manufacturing Engineering and Electronic Engineering and hosts or participates in a number of large scale research centres, including INSIGHT (Data Analytics), ADAPT, and I-Form. We offer programmes at Bachelors, Masters and PhD levels and our graduates are highly sought after by industry both nationally and internationally. Our teaching, learning and research activities are about transforming lives and societies. The School of Computing at Dublin City University has earned a strong reputation for excellence in research and teaching. In addition to its existing programmes in Computer Applications and Enterprise Computing the new and innovative BSc in Data Science is the first of its kind in Ireland. The School of Mechanical & Manufacturing Engineering has been at the forefront of Teaching, Learning, Research and Innovation since its establishment in 1987. Programmes include Mechanical and Manufacturing Engineering, Biomedical Engineering and Mechatronics. The School of Electronic Engineering was established in the 1980s and continues to provide top level education to both undergraduate and postgraduate students. Recognised nationally and internationally for the outstanding quality of courses in the areas of Electronic and Computer Engineering preparing students to pursue a broad range of careers in Electronic Engineering, IOT and the ICT sector.
Role Profile

The Faculty of Engineering and Computing is seeking to recruit an experienced, motivated facilities and technical services manager. Reporting to the Dean of the Faculty, and working closely with technical officers and academic leadership across all Schools, the Facilities and Technical Services Manager will focus on the management of space, technical services, equipment and facilities within the Faculty to optimally support a wide range of undergraduate and research activities. The successful candidate will have a key role in supporting the Faculty Strategy in this regard, in meeting health and safety and risk management challenges and in planning.

Facilities include large scale computer rooms, large-footprint engineering research equipment, state-of-the-art workshop facilities, specialised research and teaching laboratories supporting Biomedical, Mechatronics, Automation and Control, Innovative and Advanced/Additive Manufacturing, IoT, AI and VR, Sustainable Energy and Water studies.

The successful candidate will be expected to manage facilities and services to enable the Faculty to function at its most efficient and effective level, offering real added value improvements to the Faculty’s core business.

Duties and Responsibilities

The main duties and responsibilities of this role include but are not limited to:

- Take responsible for the facility management of a diverse and complex space and equipment portfolio, working closely with Heads of School and technical staff
- Make cost effective use of the Faculty’s assets including forward planning of and enabling changes in the use of space.
- Ensure that buildings, assets and equipment comply with Health & Safety requirements
- Lead on risk management, business continuity and disaster recovery planning (as they relate to facilities and services) for the Faculty
- Establish long term maintenance and replacement plans for equipment
- Streamline processes and take advantage of new technology as appropriate
- Liaise with and establish strong lines of communication with Estates Office, Health and Safety Office, relevant colleagues in the other Faculties, and other key stakeholders within and outside the University
- Lead cross-Faculty working groups and or committees focused on facilities, space or technical services.
- Tender and manage small works and renovation contracts or oversee such work
- Influence strategy, business development and funding related to facilities and technical services
- Develop a sustainability strategy for the Faculty
- Assist with governance, policy and training requirements within the Faculty
Formally report on a regular basis on aspects of activities.
Other tasks as allocated by the Dean

Qualifications, Experience and Skills required:

Applicants must hold a minimum of a primary degree or equivalent in a relevant area, in addition to a minimum of five years relevant experience in a similar environment.

Applicants will have:

- A proven track record of effective facility, technical services and space management
- Excellent interpersonal skills & communication skills both written and verbal, including negotiation skills
- An ability to work effectively - unsupervised, individually, as part of or leading a team
- Proven strong focus on Health and Safety
- Proven record of Quality Assurance and Implementation
- Proven record of managing change and implementation of new technology
- Experience with IT tools relevant to various aspects of the role

Candidates will ideally have:

- Technical expertise which aligns with the Faculty’s research areas/activities.
- Experience of management of facilities, services, workshops and space within a research intensive University environment.
- Previous experience in leading a diverse team.

Mandatory training

The postholder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.