



**Campus Services Coordinator
Estates Office
Senior Administrative Assistant II
Fixed Term Five Year Contract**

Background

The Estates Office is responsible for the management of the University's physical assets and the provision of services in a multi-campus environment. There is a requirement for a Campus Services Coordinator to supplement the existing Estates Team to manage a new demand across a multi campus organisation. While this position is primarily based on the Glasnevin campus the post holder may 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.

Reporting to the Head of Estates or nominee, the post-holder will assist in various aspects of required campus services and coordinate the provision of a range of support functions carried out by the Estates Office, across all Campuses, as required. This will be an integral role to enable the Estates Office to meet a new demand with specific responsibility to develop, implement and oversee appropriate plans and structures to ensure a safe and secure working environment for all staff and students in line with the overall University strategic vision.

Duties and Responsibilities

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

- Manage a team of General Services Operatives, ensuring appropriate plans are in place to ensure a safe and secure working environment for all staff and students in line with overall University strategic vision.
- Provide strategic support to the Head of Estates in the area of University emergency and response planning and represent the Estates Office on the University Emergency Planning Group with a focus on business continuity planning and risk mitigation as well as on the ground operational planning and implementation, in response to increased demand and risk across a multi campus environment.
- Oversee and roll out a new intercampus radio communication system (to be used by Security, Facilities, Cleaning and Maintenance staff), including the role out of a new Estates policy to ensure effective radio communication across each campus location.

- Plan, implement and manage a fit for purpose intercampus fleet and vehicle strategy, in line with the requirements of a multi campus organisation.
- Plan and implement a strategy to ensure adequate resources are in place with sufficient flexibility to provide cover where required, to enable the university strategy for a “living campus” across all locations.
- Liaise on a regular basis with local authorities to develop a coordinated strategy, including effective communication, to ensure local community plans are in place for each campus location.
- Assist the Head of Estates and work closely with various stakeholders to plan and implement a new university wide car parking strategy including input into tendering and implementation of the agreed strategy within agreed timeframes across all campus locations.
- Provide support to local campus Estates teams to ensure the provision of local security and general services is consistent with overall Estates Office Strategy.
- Ensure effective planning and support is in place to implement a multi campus strategy for postal services, graduation support, exams support and event support including intercampus logistics as required.
- Provide advice and support to ensure a comprehensive multi campus Estates security services plan is in place which includes; developing and rolling out an appropriate strategy for a multi campus tender with agreed timeframes, identify associated training requirements and implement an effective training programme for a diverse team, ensuring consistency across each campus. Manage the associated budget for the Glasnevin Campus.
- Continuously monitor expenditure ensuring cost control measures are in place and prepare and present an annual Campus Services budget for approval by the Estates Management Team
- Ensure compliance with Quality, Safety, Health & Environmental standards and best practice in all aspects of responsibilities.
- Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive as it is envisaged additional responsibilities will be added to the role as the University develops into the future. 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 addition to a minimum of three years relevant experience in a similar environment as well as relevant industry links and associations, In addition, the successful candidate ideally should have:
- Applicants must demonstrate the ability to work with a high degree of professional effectiveness (meeting deadlines, prioritising, delivering quality work etc.), as is the quality of discretion.

- Applicants must demonstrate an ability to communicate information very accurately and apply good judgement, such as deciding when issues should be escalated.
- Applicants must be able to work well within a team demonstrate flexibility, responsiveness and a service focus.
- Applicants must demonstrate the ability to make decisions on complicated matters.
- Applicants must have had proven experience of managing people.
- Applicants must demonstrate experience of playing a high level support role in the implementation of change.
- Proven experience of various Campus Services to include demonstrable experience of managing large service contracts and associated budgets in a highly complex environment, with success in a similar service environment.
- A detailed operational understanding of the 3rd level University environment.
- A comprehensive understanding of Security Services, Emergency Planning & Response, Health & Safety and the associated regulatory environment and sound experience and working knowledge of Car parking management, CCTV, Access control and Intruder Alarm systems.
- Excellent financial, verbal and written communication skills and an ability to positively interact with both internal and external stakeholders.

Salary Scale: €46,513 to €63,251

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

Closing date: 13th February 2017

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 #482 Campus Service Coordinator.

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: hr.applications@dcu.ie

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