



DUBLIN CITY UNIVERSITY
Deputy Chief Operations Officer

Overview of the Role

The Office of the Chief Operations Officer has a broad range of responsibilities within a new multi-campus University environment. The University is going through a period of unprecedented change and expansion with over 16,000 students and 1,700 staff across five campuses in the north Dublin region which is underpinned by an ambitious €230m Campus Development Plan. The purpose of this new senior University post is to provide additional managerial resources in the Office of the Chief Operations Officer to support the mission, core values, and DCU's strategic objectives, by working with the COO to ensure the provision of efficient and effective service and infrastructure for the University.

Reporting directly to the Chief Operations Officer, the Deputy Chief Operations Officer will, working closely with other senior staff in the Office of the Chief Operations Officer, provide input into strategic decision making of the University with reporting line responsibility for defined areas.

Responsibilities of the Deputy Chief Operations Officer

The principal responsibilities of the Deputy Chief Operations Officer are:

- Effectively lead and manage the team of professional and administrative staff within the units assigned to him/her;
- Management of University's lease portfolio and associated client relationships;
- Provision of strategic leadership and management in the ongoing development and delivery of specific aspects of the Campus Development Plan;
- Oversee relevant research and the preparation of draft position papers, as required, particularly in relation to optimization of inter-unit budgeting and planning, including space management strategies;
- Provision of advice, as requested, to the COO, the President and senior staff on matters pertaining to new Campus Development opportunities;
- Track Budgets and expenditure of reporting units;
- In addition s/he will have responsibilities for specific capital and/or other project related activities for the COO;
- Represent the COO and Dublin City University, as required, on committees and outside bodies;
- Any other duties assigned to s/he by the COO.

Person Specification – Qualifications, Skills and Experience

- Relevant third level postgraduate qualification with several years relevant post qualification experience in a senior role.

- Senior leadership experience including experience of leading through a period of significant transformation.
- Experience of representing a large organisation in dealing with Government Departments.
- Demonstrate strategic insight into the challenges in the Irish Higher Education sector.
- Excellent interpersonal, written and oral communication skills.
- S/he must be able to build strong stakeholder relationships and play a key strategic role in enabling the University to fulfil its potential.
- Evidence of judgement and experience of decision making in a management environment. Capacity to take initiative and work independently where required within the frame of university's strategic intent and sustainable resources.
- Strong business acumen is essential, along with the proven ability to develop and deliver strategic objectives.
- Experience of working in the Higher Education sector would be an advantage.

Remuneration

Salary Scale: €82,245 to €108,496*

* Appointment will be commensurate with qualifications and experience

Closing Date

Friday 4th November 2016

Application Procedure

Informal enquiries to: Dr. Declan Raftery, Chief Operations Officer, Dublin City University.
Email: declan.raftery@dcu.ie Tel: +353 1 700 5117

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 # 409 Deputy Chief Operations Officer

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, Ireland. Tel: +353 1700 5149;
Email: hr.applications@dcu.ie.

All applications must arrive on or before the closing date.

DCU is an Equal Opportunities Employee