



**Dublin City University
Estates Office
Project Manager (Administrator I)
Permanent 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 Project Manager to supplement the existing Estates Team to manage a new demand across a new multi campus organisation consisting of 75 buildings on 5 campus locations extending to 250,000m². While this position is primarily based on the Glasnevin campus 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.

Reporting to the Head of Estates or nominee; the successful candidate will as part of the Estates team manage building, maintenance and refurbishment works and provide energy and utilities support across various new and existing buildings. This will be an integral role to enable the Estates Office to deliver the current development plan and meet new demand with specific responsibility to deliver assigned projects.

Duties and responsibilities

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

- Management of building and refurbishment works on all university property as directed, ensuring all projects are completed successfully on time and within budget.
- Manage and document snagging and defects, ensuring satisfaction of all stakeholders before final account is agreed.
- Ensure compliance with legislation, building regulations and procurement requirements.
- Input into master planning where required.
- Liaise with on-site personnel and contractors, ensuring safe systems of work and relevant DCU permit requirements are in place.
- Ensure that Estates Office requirements for management and quality of work are met.

- Develop project plans and schedules for completion, monitor project activities and prepare regular project progress reports.
- Define the process of how projects are designed and implemented.
- Drive the execution of the plan, monitor performance of all aspects of the project, resolve issues or escalate as required.
- Co-ordinate and communicate with the project team and all of the stakeholders on all aspects of project progression and status.
- Ensure that all project deliverables are to the appropriate levels of quality, on time and within budget, in accordance with the project plan and coherent with the overall project objectives.
- Develop project budgets and monitor expenditure, prepare regular budget reports with supporting documentation.
- Manage project documentation throughout design, construction and post-completion.
- Manage drawings and keep record drawings, including site services drawings, up to date.
- Provide a backup to Facilities managers as directed.
- Provide Energy and utilities support as directed.
- Manage works relating to space moves including movement of furniture, equipment and personnel, as required.

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 relevant primary degree in a construction related discipline (Engineering, Project Management, Architectural and Quantity Surveying) and a minimum of five years' relevant experience in the third level education environment or a similar environment. In addition, it is desirable that the successful candidate have:

- Demonstrable ability to manage large scale capital projects; manage design teams and contractors and bring projects to a successful conclusion is essential.
- Applicants must demonstrate experience of playing an instrumental and a high level support role in the implementation of organisational change.
- Applicants must demonstrate experience of working with protected structures and experience of EU procurement is desirable.
- Applicants must demonstrate a comprehensive understanding of the building construction and regulatory environment.

- Organisational Ability; Excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritize tasks and meet deadlines, be capable of working on own initiative and work under time constraints.
- Flexible and adaptable in responding to stakeholder needs.
- Excellent communication and conflict resolution skills. Ability to problem solve, to brainstorm and to generate innovative ideas and solutions.
- Applicants must demonstrate an ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work
- Applicants must be able to work well within a team and demonstrate flexibility and responsiveness
- Excellent Verbal and Written Communication Skills and an ability to positively interact with both internal and external stakeholders.

Salary Scale: €50,967 to €70,383 (Administrator I)

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

Closing date: 9th January 2018

Informal Enquiries:

Informal enquiries may be addressed to Mr. Ger McEvoy, Head of Estates (Acting). Email:

Gerard.Mcevoy@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://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 710 Project Manager.

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

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