



OPERATIONS MANAGER

Dublin City University is 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 focussed 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.

ESTATES OFFICE ADMINISTRATOR III PERMANENT

Estates Office

The Estates Office is responsible for the management of the University's physical assets and the provision of operational services and capital development across a multi-campus environment. We wish to appoint an experienced Operations Manager to join the existing Estates team to manage a significant operational demand across a multi-campus organisation now comprising 75 buildings across our 5 campus locations. This position is primarily based on the St Patrick's campus. It is envisaged, however, that the post-holder will provide support cross all University campuses as the need arises.

Operations Manager Role

This position presents an exciting opportunity for a dynamic individual, with substantial experience of operations and change management, at a senior level, to make a significant contribution to the future of DCU as it enters its next stage of development. The Operations Manager will report to the Head of Estates and will work closely with other senior stakeholders to implement the University's strategy (DCU Strategic Plan 2017-2022 - Talent, Discovery and Transformation) and Campus Development Plan.

The post-holder will provide oversight of the day to day operations and management and will ensure that all campus activities and developments (minor works, facilities, services, operations and local campus activities) are implemented in accordance with the overall Estates strategy while ensuring continuous quality improvement leading to operational excellence.

Requirements/Qualifications

Applicants must hold a relevant primary degree and/or a postgraduate degree (Master's degree or equivalent).

Remuneration

Salary Scale: €78,585 - €102,776*

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

Informal Enquiries

Informal enquiries may be addressed to Mr. Gerard McEvoy, Head of Estates. 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 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 #775 Operations Manager.**

Applications should be submitted by email to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, Dublin 9. Eircode: D09W6Y4

Closing date: 23rd February 2018.

dcu.ie/careers

Dublin City University is an equal opportunities employer.