



Student Information System (SIS) Programme

PMO Lead (Grade 5)

1 Year Fixed Term

(Maternity Leave)

Introduction

DCU is a rapidly growing University and is now looking to transform the way in which its staff and students interact with each other, using student information to align to our values and achieve excellence in service, ensuring the future needs of DCU can be met.

This transformation will be enabled by effective and efficient business processes supported by a fully integrated Student Information System (SIS) which will support our objectives to create and sustain a globally engaged university.

The Student Information Systems (SIS) will consolidate and modernise multiple legacy student information systems into one, integrated software solution. The new SIS includes all crucial student information: admissions, finance, registration, enrolment, course management, advising, billing and payment, records, and more. Students will be able to access all of their key information through a single point-of-entry, providing a more agile and personalised experience.

To deliver on the transformational changes the SIS programme has been mobilised by the Office of the Vice President of Academic Affairs. A Project Management Office within the programme will provide administrative support. The programme requires a PMO Lead to support the work of the PMO Office during Maternity Leave of the current PMO Lead.

Duties:

The PMO Lead will work closely and report to the SIS Programme Director or nominee. The main duties of the role will be (but are not limited to):

- Provide administrative and other related support to the Programme Management and programme structures including SIS Steering; SIS Project Delivery Group, SIS Financial Committee and SIS Resource Committee.

- Administration of the SIS budget and related office management responsibilities.
- Preparation of monthly and quarterly reports for the DCU SIS Finance Committee
- Administer and track financial transactions in Agresso
- Raise requisitions, purchase orders and verify invoices for payment. Check and reconcile financial reports and invoices liaising with the Finance Office on any queries or discrepancies
- Co-ordinate and support of multiple projects and initiatives relating to the SIS programme delivery streams (as required).
- Maintain and manage regular status updates between the PMO and individual delivery streams.
- Liaise with Workstream sponsors and project Managers and other external and internal stakeholders representing the programme
- Collate data relating to project Risk, Issues, Dependencies and Assumptions and liaise with DCU Risk Manager
- Devise and monitor quality assurance mechanisms to ensure the accuracy, completeness and integrity of processes within the SIS Programme Management Office and of data maintained by the SIS Programme Office and/or provided by the SIS Programme Office to central Offices/functions e.g. Risk, Finance etc., liaising with those offices as appropriate.
- Update and maintain the Project Website and co-ordinate the preparation of content outlined in the content management plan.
- Undertake any other duties appropriate to the role that may be assigned by the Programme Director
- Strong analytical, administrative and interpersonal skills with an ability to influence and persuade at the highest level are essential requirements of this post. The successful candidate will also be comfortable working in a busy programme and change management office and will have experience of working with project plans, engaging with colleagues across other institutions, and ensuring that key deliverables are met on time and within budget.

Skills and Experience

- Qualifications and Experience Candidates shall have a primary degree and will have a minimum of 3 years Project Administration experience or equivalent.
- Have a proven track-record in project administration and will have experience of working with systems and processes in third level institutions.
- Strong analytical, administrative and interpersonal skills with an ability to influence and persuade at the highest level are essential requirements of this post
- Good interpersonal, communication and organisational skills and an ability to work with a variety of different project stakeholders
- Ability to work independently as well as part of a team
- Have a proven track-record in project administration and will have experience of working

with systems and processes in third level institutions.

- The successful candidate will also be comfortable working in a busy programme and change management office and will have experience of working with project plans, engaging with colleagues across other institutions, and ensuring that key deliverables are met on time and within budget.
- Specific experience of the Agresso Finance system in a third level environment will be welcome.

Informal Enquiries to:

Informal enquiries to: Philip Browne, SIS Programme Director, Office of Vice President for Academic Affairs, DCU. E-mail: Philip.browne@dcu.ie Tel: +353 (01) 700 8494

Please do not send applications to this email address

Salary Scales:

Salary Scale: €47,386 – 57,099 (Snr. Admin Assistant - Grade V)

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Senior Admin Assistant - Grade V salary scale, in line with current Government pay policy.*

Closing date: 30th August 2019

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #ST1256A PMO Lead SIS Programme.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9, Ireland.

Dublin City University is an equal opportunities employer