Applications are invited from suitably qualified candidates for the following position:

**Senior Project Manager, Student Information System (SIS Project) Administrator II**

2 year fixed term contract

**Role Profile**

DCU wishes to appoint a Senior Project Manager within the PMO to take responsibility for key SIS Programme activities and deliverables.

The Student Information Systems (SIS) Programme 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.

The Senior Project Manager will work closely with and report to the SIS Programme Director. The main duties of the role will be (but are not limited to):

- Manage day-to-day operational aspects of projects, including detailed work plans, resourcing needs, delivery milestones and success criteria for every project element – working closely with SIS Programme Delivery Leads to this end
- Support the SIS Programme Director on reporting, governance and accountability processes, participation on relevant groups and committees as appropriate
- Deputise for the Programme Director on programme delivery duties, as appropriate
- Provide a high level of support to the Programme Director in the management of software vendors ensuring the vendors deliver in accordance with the DCU requirements
  - Operational engagement with vendor e.g. Governance
  - Financial engagement with vendor e.g. Statements of Work, invoicing
  - Delivery management engagement with vendor e.g. project planning and scheduling
  - Quality management engagement with vendor e.g. acceptance criteria, testing
  - Implementation engagement with vendor e.g. deployment co-ordination
- Engage proactively with the project stakeholders to ensure continued excellent cooperation and successful delivery

This position is open to candidates who meet the following criteria:

Candidates must have a primary degree and will have a minimum of 10 years Project Management experience or equivalent, ideally within the Higher Education sector.

Have a proven track-record in project delivery and will have experience of working with systems and processes used in third level institutions.
Excellent interpersonal, communication and organisational skills and an ability to work with a variety of different project stakeholders.

An ability to influence and persuade at the highest level are essential requirements of this post.

**Closing date: Friday 22nd November 2019**

**Salary Scale:** €57,431 - €91,412

**Informal Enquiries in relation to this role should be directed 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, instead apply as described below.

**Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at http://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department Tel:+353 (0) 1 7005149.

Please state clearly the role that you are applying for in your application and email subject line: **Job Ref #ST1291 Senior Project Manager (SIS).**

Applications should be submitted by e-mail to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.