



Dublin City University
Senior Project Manager
Student Information System (SIS)
Administrator II

The University

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) 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.

To deliver on the transformational changes the SIS programme has been mobilised by the Office of the Vice President of Academic Affairs. This is a multi-year/multi-phase programme of work that underpins key elements of the DCU Strategy.

The programme consists of Delivery Streams relating to business design and configuration, technology & integration, reporting, data, and change management.

A Project Management Office (PMO) has been established to co-ordinate and lead delivery, financial, resource and risk management working closely with the SIS Programme Delivery Streams and the solution provider(s).

Function

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

Duties and Responsibilities

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

Requirements:

- Applicants must demonstrate significant practical experience working at a senior level as a project manager, a strong customer service perspective and a thorough understanding of Project Management techniques in a large and complex organisation encompassing diverse user communities. Possession of a PRINCE2 Practitioner or equivalent agile or traditional project management qualification would be a distinct advantage for this role
- Proven track record in Senior Project Management skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budget
- Applicants must demonstrate the 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 broader team and demonstrate flexibility and responsiveness
- Excellent communication skills are required as well as the ability to problem solve, brainstorm and to generate innovative ideas and solutions

Qualifications, Experience, Skills and Competencies

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.

Mandatory Training:

The postholder will be required to undertake the mandatory compliance training associated with the role. Other training may need to be undertaken when required.

Salary Scale: €57,431 - €91,412 (Admin 11)

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Admin 11 salary scale, in line with current Government pay policy.