



JOB DESCRIPTION

**Facilities and Technical Services Manager
Professional 7 (P7)
Faculty of Science & Health
Permanent Contract**

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

The Faculty of Science and Health at Dublin City University is home to the Schools of Chemical Sciences, Biotechnology, Physics, Mathematics, Health & Human Performance, Psychology and Nursing Psychotherapy & Community Health. The Faculty also hosts a number of large scale research

centres, including the National Institute for Cellular Biotechnology (NICB), the National Centre for Sensor Research (NCSR), the National Centre for Plasma Science & Technology (NCPST) and the International Centre for Neurotherapeutics (ICNT). The Faculty offers programmes at Bachelors, Masters and PhD levels and our graduates are highly sought after by industry both nationally and internationally.

Role Profile

The Faculty of Science & Health is seeking to recruit an experienced, motivated facilities and technical services manager. Reporting to the Dean, and working closely with technical officers and academic leadership across all Schools, the Facilities and Technical Services Manager will focus on the management of space, technical services, equipment and facilities within the Faculty to optimally support a wide range of teaching and research activities. The successful candidate will have a key role in supporting the Faculty Strategy in this regard, in meeting health and safety and risk management difficulties and in planning.

The successful candidate will be expected to manage facilities and services to enable the Faculty to function at its most efficient and effective level, offering real added value improvements to the Faculty's core business.

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- Take responsible for the facility management of a diverse and complex space and equipment portfolio, working closely with Heads of School and Chief Technical Officers
- Make cost-effective use of the Faculty's assets including forward planning of and enabling changes in the use of space.
- Ensure that buildings, assets and equipment comply with Health & Safety requirements
- Lead on risk management, business continuity and disaster recovery planning (as they relate to facilities and services) for the Faculty
- Establish long term maintenance and replacement plans for equipment
- Streamline processes and take advantage of new technology as appropriate
- Liaise with and establish strong lines of communication with Estates Office, Health and Safety Office, relevant colleagues in the other Faculties, and other key stakeholders within and outside the University
- Lead cross-Faculty working groups and or committees focused on facilities, space or technical services
- Liaise with the Estates Office to tender and manage small works and renovation contracts
- Influence strategy and funding related to facilities and technical services
- Assist with governance, policy and training requirements within the Faculty
- Formally report on a regular basis on aspects of activities

- Other tasks as allocated by the Dean

Qualifications and Experience

Applicants must hold a minimum of a primary degree or equivalent in a relevant area, in addition to a minimum of five years' relevant experience in a similar environment.

Candidates will have:

- A proven track record of effective facility, technical services and space management
- Excellent interpersonal skills & communication skills both written and verbal, including negotiation skills
- An ability to work effectively - unsupervised, individually, as part of or leading a team
- Proven strong focus on Health and Safety, and compliance
- Proven record of managing change and implementation of new technology
- Experience with IT tools relevant to various aspects of the role
- Candidates will ideally have:
- Technical expertise which aligns with the Faculty's teaching and research areas/activities (e.g. chemistry, physics, biotechnology)
- Experience of management of facilities, services and space within a research intensive University environment
- Previous experience in guiding a diverse team.

Essential Training

The post holder will be required to undertake the following mandatory compliance training:

Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.