



## **JOB DESCRIPTION**

**Facilities Manager**  
**Professional 6 (P6)**  
**Estates Office**  
**Permanent**

### **Dublin City University**

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

### **Overview of the Department**

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. There is a requirement for an experienced Facilities Manager to join the existing Estates team to manage a significant demand across a multi campus organisation now comprising 75 buildings across 6 campus locations extending to 250,000m<sup>2</sup> a further 60,000m<sup>2</sup> will be added following completion of the current Campus Development Plan. While this position is University wide, it is envisaged the post holder will predominantly be based on the St. Patricks and All Hallows Campus (SPC/AHC). The post holder, at times will be required

to provide services across all University campuses including travel between campuses to carry out duties as the need arises.

### **Role**

Reporting to the Operations Manager or his/her nominee, the post-holder will assist in all aspects of the management of the campus physical resources and the provision of the various support functions carried out by the Estates Office as required with a focus on using best business practice. We are now seeking to recruit a Facilities Manager who will have responsibility to implement the current facilities management strategy with an emphasis on facilities planning, quality management, risk mitigation and budget management. An essential requirement of the role will be to provide out of hours Estates management presence on campus for critical incidents, agreed events and management oversight of the procured contract service provider.

### **Duties and Responsibilities**

The main duties and responsibilities of this role will include but not be limited to the following:

- Oversee the day to day responsibilities of the Estates Office to ensure campus facilities are fit for purpose in the areas of, Grounds, Cleaning & Waste, Maintenance, Security (CCTV, Access Control, Intruder Alarms etc.), Campus Infrastructure, life safety systems, Utilities and Space management.
- Assist in the preparation, alignment, implementation and procurement of Facilities, Planned Preventative Maintenance and campus Services Contracts.
- Support and assist with the management of agreed Building, Research, Facilities, Maintenance and Refurbishment Works.
- Work with Estates Management to ensure Campus and Facilities compliance to include, Health and Safety, Risk Analysis, Policy Provision, Emergency Planning, Fire and access, and Best Practice associated with the management of Buildings and Facilities including listed buildings.
- Assist in the planning aspects of new works and campus development.
- Assist with development and management of the Estates operating budget, produce regular reports to ensure service level agreements and contracts are being carried out in line with agreed budgets and standards.
- Supervision of reporting staff and contractors in day-to-day Reactive Maintenance, Cleaning, Security & Portering, Utilities, Emergency out of hours procedures and Minor Works and provide guidance and back-up for staff as required.
- Manage and oversee the day to day response and resolution to routine Helpdesk requests on Campus (University Buildings, residential areas, and campus grounds) including waste

management and recycling.

- Ensure all contractors and suppliers comply with Estates Office procedures including, the submission of job specific method statements, RAMS and insurance details, as well as issuing of work permits and supervision of work.
- Keep a running snag list of existing buildings and infrastructure.
- Maintain a building keying system and master keying record of all keys issued and retrieved from staff and contractors
- Assist in the allocation, management and accounting of campus space
- Ensure implementation of the Estates Office Critical Incident Response Protocol across the University including providing Estates management presence on campus for Critical Incidents that may occur out of hours
- Provide input into University Events in conjunction with various stakeholders, including the provision Estates management attendance at agreed events on campus out of hours as required
- Provide Estates management oversight of the procured contract service providers including campus attendance out of hours as required
- Oversee Energy Related Works and input into Utilities Procurement Contracts.
- Maintain responsibility for all teaching and learning space requirements, providing support to other University departments, such as ISS, to ensure University standards for teaching facilities are achieved.

## **Qualifications and Experience**

**In addition to the [internal service criteria](#), the ideal candidate will have**

- a minimum of 8 years relevant experience in the operations and management of complex facilities with at least 3 of those years in a managerial position
- hold a minimum of a primary degree or equivalent in a relevant construction or engineering field
- Demonstrate experience of developing and managing a comprehensive facilities and maintenance budget, with demonstrable success in implementing cost control and cost reporting strategies
- display proven experience of implementing facilities and maintenance strategy in a large complex organisation, ensuring risk reduction and quality control measures are in place. Knowledge of delivering facilities management in a listed buildings would be an advantage
- display proven experience of facilities and maintenance management including demonstrable experience of managing facilities and maintenance output specification contracts, and associated in

house staff and providing leadership in a complex environment, with demonstrable success in a similar service environment

- display proven experience of maintenance and fault finding on building fabric and a variety of plant and equipment including;
  - Boiler plant, HVAC, pumps, generators, switchgear, wiring & cabling, Batteries, small power & lighting
- have a comprehensive knowledge of the facilities and the associated regulatory environment
- have sound experience and working knowledge of CAFM and BMS Systems
- Have excellent financial, verbal and written Communication skills and an ability to positively interact with both internal and external stakeholders