



JOB DESCRIPTION

Project Manager
Sustainability Research Project
Faculty of Science and Health, School of Physical Sciences
11 month fixed-term contact (with possibility of 13 month extension)

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.

Background & Role:

The Faculty of Science and Health at Dublin City University invites applications for a project manager role to work on an SFI funded project aimed at reducing the negative environmental impacts of laboratories due to their single-use lab plastics, by replacing them with bioplastic alternatives. The project focuses on a circular economy model where the bioplastic lab consumables can be composted or recycled, thereby reducing the current tonnes of fossil fuel based plastic lab consumables that currently go to incineration. This project will also seek to understand the single use plastic consumption habits in teaching and research labs and design and implement interventions to reduce

consumption, thereby reducing single-use waste, and changing the current 'business-as-usual' model to future proofed sustainable models.

This project is seeking the recruitment of a Project Manager to co-ordinate and lead delivery, financial, resource and risk management, working closely with the project leads from across the faculty. The position is available from March 2022, initially for 11 months with the option to extend the position for an additional 13 months.

Duties and Responsibilities:

The Project Manager will work closely with and report to the Project Lead. The main duties and responsibilities of the position include, but are not restricted to, the following:

- 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 project leads to this end.
- Monitor and manage project spending and budgets, ensuring all strands of the project are working within budget.
- Engage proactively with project stakeholders to ensure continued excellent cooperation and successful delivery.
- Engage with key industry and sectoral policy leaders to influence sustainability policy change.
- Develop key working relationships with project leads to ensure an understanding of KPI reporting requirements and establish robust mechanisms to enable the reporting of key data and research activities.
- Manage and oversee that the projects reporting requirements are delivered according to tight deadlines
- Manage the communication and coordination of reporting in SESAME (SFI's online grants and awards management system).
- Assist with development of tenders for large purchase equipment.
- Assist with organisation and coordination of strategically important events and conference hosted as part of the project.
- Working closely with academic staff on the project on identifying and applying for further funding at national and European levels.
- Assist with commercial and financial projections for scale-up of project outputs.

Qualifications and Experience:

- A primary degree or equivalent (NFQ level 7) with significant Project Management experience, ideally within the Higher Education sector.
- Applicants must demonstrate significant practical experience working as a Project Manager or similar role, and a thorough understanding of Project Management techniques in a complex organisation encompassing diverse user communities.
- Possession of an agile or traditional Project Management qualification would be a distinct advantage for this role.
- Expertise with a Project Management software, such as Microsoft Project would be desirable.
- Proven track record in Project Management skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budgets.
- Individuals must demonstrate the ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising, and delivering quality work.
- Ability to work well within a broader team and demonstrate flexibility and approachability, including expertise in integrating multi-disciplinary teams.

- Ability to problem solve, brainstorm and to generate innovative ideas and solutions.
- A proven track-record in project delivery and, ideally, will have experience of working with systems and processes used in the Higher Education sector.
- Excellent social, communication and organisational skills with an ability to work with a variety of different project stakeholders.

Essential Training:

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.