Applications are invited from suitably qualified candidates for the following position

Project Manager
Professional 5
Student Information Systems Program, Office of Vice-President Academic Affairs (Registrar)
Two Years Fixed-Term 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

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2017-2022, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Program has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational excellence. The SIS project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

Role Profile

A Project Manager (PM) has been established to co-ordinate and lead delivery, financial, resource, and risk management, working closely with the SIS Program Delivery Streams and the solution provider(s). We are now seeking to recruit a Project Manager to take responsibility for some key SIS Program activities and deliverables.

Duties and Responsibilities
Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience
- Applicants must demonstrate significant practical experience working 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 an agile or traditional Project Management qualification would be a distinct advantage for this role
- Proven track record in Project Management skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budget
- 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. · Ability to problem solve, brainstorm and to generate innovative ideas and solutions
- A primary degree or equivalent (NFQ level 7), and a minimum of 5 years' Project Management experience, ideally within the Higher Education sector
- 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
- An ability to influence and persuade at the highest level are essential requirements.

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.

Salary Scale:

Professional 5 (P5) (Administrative Assistant I): €50,176 - €60,452

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: 06th May 2022

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:
Helen Mahon, SIS Program Director, Student Information System Program, Dublin City University.
Email: helen.mahon@dcu.ie
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 website at
https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants (external applicants)

Applications should be submitted by e-mail with your completed application form to
hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: #ST1497d Project Manager

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes.

The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)