



**JOB DESCRIPTION**  
**Project Manager**  
**Professional 6**  
**Estates Office**  
**Permanent**

**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 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 Project 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 initially based on the Glasnevin campus it is envisaged the post holder will be required to provide services across all University campuses including travel between campuses to carry out duties as the need arises

## **Role Profile**

Reporting to the Capital Projects Manager the successful candidate will, as part of the Estates team, have responsibility to deliver building, maintenance and refurbishment projects and provide support to energy and utilities management activities across various new and existing buildings as directed. This will be an integral role to enable the Estates Office to deliver the current development plan and meet new demand with specific responsibility to deliver assigned projects.

## **Duties and Responsibilities**

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

- Develop project proposals, feasibility studies and appraisals to facilitate internal and external approvals as directed.
- Preparation of business cases to include early accurate budgeting for projects as required; Develop project budgets and monitor expenditure, prepare regular progress and budget reports with supporting documentation.
- Develop systems for stakeholder engagement and communications and lead stakeholder engagement both internally and externally as required to ensure expectations are managed and facilities delivered in line with the project-specific parameters.
- Develop project plans and schedules for completion, monitor project activities and prepare regular project progress reports.
- Manage all procurement activities and appointments for projects assigned.
- Ensure compliance with legislation, building regulations and public procurement requirements.
- Manage teams of external consultants and project documentation throughout design, construction and post-completion including within a BIM environment where appropriate.
- Liaise with on-site personnel and external contractors and suppliers, ensuring safe systems of work and relevant DCU permit requirements are in place.

- Management of construction works on all university property as directed, ensuring all projects are completed successfully on time and within budget in accordance with DCU project delivery policies, frameworks and protocols.
- Manage and document project delivery, change control, testing and commissioning activities, completion, certification, snagging and defects, and Safety File information ensuring satisfaction of all stakeholders before Practical Completion is certified and final accounts are agreed.

Whilst the foregoing list captures many of the tasks for which the post holder is responsible, it should not be regarded as exhaustive. Other duties will be assigned according to the needs of the office and University.

## **Qualifications and Experience**

### **Requirements**

- Applicants must hold a primary degree in a relevant construction related degree (i.e. architecture, engineering, quantity surveying, etc.).
- Applicants must have a minimum of 5 years' relevant work experience in the building industry which must include on-site experience in construction management or project management, including financial management of construction projects.

### **In addition to this, applications must demonstrate:**

- Knowledge and demonstrable experience of implementing public procurement for construction and design team appointments.
- Comprehensive understanding of the building regulatory environment and experience in dealing with statutory requirements and approvals.
- Experience working within a broader team to a high degree of professional effectiveness.
- Experience utilising CAD software, Revit and other design tools is required.
- High level of proficiency in utilising different software solutions including MS Excel, MS Project and other common software packages is essential.
- A flexible and responsive approach to work and stakeholder.
- Excellent verbal and written communication skills and an ability to positively interact with both internal and external stakeholders.

### **Advantageous**

- A background or experience on quantity surveying and/or contract administration will be a distinct advantage.
- A relevant project management qualification.
- Comprehension of public spending code including the use of the Capital Works Management Framework in a fast paced environment with multiple projects delivery for a large and complex organisation.
- Experience of utilising and managing BIM processes is desirable.
- Experience of working with protected structures is desirable.

**Mandatory training**

The successful individual 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.