



JOB DESCRIPTION

Project Manager (Energy & Sustainability)

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 250,000m² a further 45,000m² 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 Head of Estates or nominee the successful candidate will, as part of the Estates team, have specific responsibility to deliver energy related building and refurbishment projects and provide support to the energy, sustainability and utilities activities across both new and existing building developments. This will be an integral role to enable the Estates Office to deliver the current campus development plan and meet new demand with specific responsibility to deliver assigned energy, sustainability and transport related projects and to support the University in achieving energy related carbon reduction targets.

Duties and Responsibilities

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

- Management of energy, building, transport, and refurbishment 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.
- Assist with the development and roll out annual energy action plans and business case assessments from conceptual design through project approval, consultant appointments, procurement, contractor appointments, contract management, site management, commissioning and testing, final account, handover, and post completion monitoring, targeting, measurement and verification.
- Represent the Estates Office team as the Energy PM on capital and refurbishment projects, liaising with both the energy and operations teams.
- 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, including returns on investment and life cycle assessments of energy & sustainability related projects.
- Develop systems for stakeholder engagement and communications to ensure expectations are managed and facilities delivered in line with the project-specific parameters.
- Develop project budgets and monitor expenditure, prepare regular budget reports with supporting documentation.
- Manage and document snagging and defects, ensuring satisfaction of all stakeholders before final account is agreed.

- Ensure compliance with building regulations, Health & Safety legislation, climate and energy related legislation and procurement requirements.
- Manage teams of external consultants (where required) and project documentation throughout design, construction and post-completion, including within a BIM environment where appropriate.
- Liaise with on-site personnel and contractors, ensuring safe systems of work and relevant DCU permit requirements are in place.
- Ensure that Estates Office requirements for management and quality of work are met.
- Develop plans and schedules for project activities and prepare regular progress reports.
- Manage project documentation throughout design, construction, handover and post-completion.
- Manage project related drawings and keep record drawings, including site services drawings, up to date.
- Provide support to Operations and Energy Teams, including facilities managers, BMS manager as required.
- Provide support to the Space Team, including management of works relating to space allocations, movement of furniture, equipment and personnel.

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 Estates Office and University.

Qualifications and Experience Requirements

- Applicants must hold a relevant Mechanical or Electrical Engineering primary degree. additional qualifications in energy management would be desirable.
- A minimum of 5 years' relevant experience in the engineering, construction industry, with on-site experience of delivering energy related projects.

In addition to this, applicants must demonstrate;

- Demonstrable ability to manage projects, manage design teams and contractors and bring projects to a successful conclusion is essential.
- Applicants must demonstrate a comprehensive understanding of the building and energy industry, the regulatory environment, and a thorough understanding of general project management techniques.
- Applicants must be able to work well within a broader team and demonstrate flexibility and approachability with the ability to work with a high degree of professional effectiveness.

- Applicants must be adept in producing accurate reports, meeting deadlines, prioritising and delivering quality work.
- Excellent Verbal and Written Communication Skills and an ability to positively interact with both internal and external stakeholders including flexibility to be able to adapt to stakeholder requirements.

Advantageous

- Experience of EU procurement for construction and design team appointments is desirable.