



Applications are invited from suitably qualified candidates for the following position

**Procurement and Supply Chain Manager
Professional 6 (P6)
Finance Unit
Permanent Contract**

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 Finance Office has overall responsibility for the financial environment within the University and provides a comprehensive range of services to DCU Faculties, Schools, Research Centres, Professional Support Departments and the DCU Commercial Group of Companies.

Role Profile

The Procurement and Supply Chain Manager will be responsible for providing best practice procurement support for a range of activities within the procurement function of the Finance Office and the University as a whole. This person will be a key member of the Central DCU Procurement Team operating at a senior level.

The Procurement and Supply Chain Manager will report to the Strategic Procurement and Supply Chain Manager and will liaise closely with other Finance Office teams, colleagues within the University and with external stakeholders.

Duties and Responsibilities

Please see job description for full list of duties and responsibilities

Qualifications and Experience

Essential Criteria:

- Primary Degree or equivalent (NFQ Level 7) in an appropriate area.
- Five years' relevant experience in a similar senior role in an organisation with similar scale and complexity.
- Individuals will be able to demonstrate a track record showing progress and achievements in increasingly senior roles in other relevant employment as well as experience of defining and running successful procurement projects.

Highly Desirable Criteria:

- Significant experience of operating within public procurement regulations with strong understanding of associated processes and compliance requirements

Other key attributes include;

- Demonstrated ability to lead and manage within a fast paced dynamic and changing environment.
- A strategic planner with a track record in clearly setting, monitoring and achieving goals.
- Proven ability to achieve continuous process improvement in procurement and supply chain management.
- Ability to build positive relationships with colleagues in the DCU group and key external stakeholders.
- Comprehensive knowledge of the management information required for an effective procurement and supply chain management process.

Personal Characteristics

- Strong IT focus and skill set
- Strong attention to detail.
- Excellent interpersonal skills, written and oral communication skills.
- Initiative and ability to work independently.
- Excellent influencing, persuasion and negotiating skills.
- Outstanding Technical/Professional knowledge
- Demonstrable problem-solving ability.

- Have a strong customer and commercial focus

Essential Training

The post holder 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 6 - € 57,263 - € 81,573*

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

Closing date: Thursday, 9th March 2023.

Please note: Interviews have been scheduled for Tuesday, 28th March.

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

Informal Enquiries in relation to this role should be directed to:

Gary Grant, Strategic Procurement and Supply Chain Manager, Finance Office, Dublin City University.

Email: gary.grant@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>

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:

Job Ref: #RC221203 Procurement and Supply Chain 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](#)