



Applications are invited from suitably qualified candidates for the following position

**Senior Project Manager  
Professional 7  
Estates Office  
Permanent**

**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 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 Senior 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> with a further c.45,000m<sup>2</sup> envisaged for completion under the current Campus Development Plan.

While this position is based on the Glasnevin campus, it is envisaged the post holder will be required to provide services across all university campuses and property including travel between campuses to carry out duties as the need arises.

### **Role Profile**

This position presents an exciting opportunity for a dynamic individual, with substantive experience of project management, at a senior level, to make a significant contribution to the future of DCU as it enters its next stage of development.

Reporting to the Capital Projects Manager the successful candidate will have responsibility to provide management and leadership support to the Estates Office Projects Team part as well as oversee the delivery of building, maintenance and refurbishment projects and support the university's strategic goals to review and enhance existing university space, including focusing on optimizing space utilisation. This will be an integral role to enable the Estates Office to deliver the current development plan and meet a new demand.

### **Duties and Responsibilities**

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

### **Qualifications and Experience**

The ideal candidate will have:

#### **Essential**

- Applicants must hold a relevant construction related degree or equivalent (i.e., architecture, engineering, quantity surveying). A relevant project management qualification would be an advantage.
- Applicants must be able to demonstrate a minimum of 10 years relevant experience in the building industry, mutually with on-site experience in a university or third level educational or research environment, or in an environment of demonstrable similar complexity and scale
- Experience in the management of construction projects (including project management) is essential. Experience in managing and supporting in-house teams and contract administration will be a distinctive advantage.

#### **Desirable**

- Experience of working in the Higher Education sector would be an advantage.
- Demonstrable ability to manage projects from inception to completion, , managing design teams and contractors and bringing projects to a successful conclusion is essential.
- Demonstrable experience of procurement, including EU procurement, for construction and consultancy services is essential.

- Applicants must demonstrate a comprehensive understanding of the building, and regulatory environment and demonstrate experience in dealing with statutory requirements and approvals including planning, conservation, fire, and accessibility compliance
- Applicants must have a detailed understanding of general project management techniques including the Capital Works Management Framework in a fast-paced environment with delivery of multiple concurrent projects for a large and complex organization.
- Experience on and a good understanding of financial management of construction projects is essential.
- Applicants must be able to demonstrate an ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising and delivering quality work.
- Applicants must be able to work well within a broader team and demonstrate flexibility and responsiveness.
- Experience in information management and collaboration processes will be an advantage, including experience in utilising and managing BIM processes.
- Experience of working with protected structures is essential.
- High level of proficiency in utilising different software solutions including MS Excel, MS Project and other common software packages is essential.
- Experience utilising CAD software, Revit and other design tools is required.
- 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.

### **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 7 - €63,410.00 - €101,895.00

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

**Closing date:** Friday 21<sup>st</sup> April 2023

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

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

Mr. Adolfo Rey, Capital Projects Manager, Estates Office, Dublin City University.

Phone +353 (01) 700 51 74 Email: [adolfo.rey@dcu.ie](mailto:adolfo.rey@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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref RC230214 Senior 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](#)*