



JOB DESCRIPTION

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 250,000m² with a further c.45,000m² 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

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

1. Deliver project management of building and refurbishment works and management of associated resources on all university property as required, ensuring all projects are completed successfully on time and within budget in accordance with DCU project delivery policies, frameworks and protocols,
2. Manage and document project delivery, change control, testing and commissioning activities, completion, certification, snagging and defects, ensuring satisfaction of all stakeholders before final accounts are agreed,
3. Provide leadership and management support to the Projects Team including the provision of day-to-day advice and oversight across all stages of programme delivery,
4. Provide senior project management support to enable university's strategic goals to review and enhance existing building space including improvement in space utilisation and oversee the project management of associated refurbishments and moves.
5. Support the Capital Projects Manager and Director of Estates in the development and implementation of policies, procedures and guidelines for the delivery of design services and construction projects,
6. Support the Capital Projects Manager and Director of Estates in the delivery of new capital building projects including input and attendance at steering group meetings as required.
7. Develop project proposals, feasibility studies and appraisals to facilitate internal and external approvals a required.
8. Preparation of business cases to include early accurate budgeting for projects as required.

9. 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.
10. Develop and manage various project budgets and monitor expenditure, prepare regular progress and budget reports with supporting documentation.
11. Development of project plans and schedules for completion, monitor project activities and prepare regular project progress reports.
12. Ensure compliance with legislation, building regulations and public procurement requirements on all projects under management.
13. Manage teams of external consultants (where required) and project documentation throughout design, construction and post-completion including within a BIM environment where appropriate.
14. Liaise with in house staff, on-site personnel and external contractors and suppliers, ensuring safe systems of work and relevant DCU permit requirements are in place.
15. Ensure that Estates Office requirements for management or construction works and quality standards of work are met.
16. Provide ongoing support to operations activities and energy management activities as required including maintaining regular communication channels and key relationships to ensure successful delivery across all Estates activities.

Whilst the foregoing list captures many of the tasks for which the post holder will be 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

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.