JOB DESCRIPTION

Project Manager
Grain-4-Lab Research Project
School of Physical Sciences
Faculty of Science and Health
Fixed term contract up to 13 months

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.

Background & Role
The Faculty of Science and Health at Dublin City University invites applications for a project manager role to work on the SFI funded Grain-4-Lab project aimed at reducing the negative environmental impacts of laboratories due to their single-use lab plastics, by replacing them with bioplastic alternatives. The project focuses on a circular economy model where the bioplastic lab consumables can be composted or recycled, thereby reducing the current tonnes of fossil fuel based plastic lab consumables that currently go to incineration. This project will also seek to comprehend the single use plastic consumption habits in teaching and research labs and design and implement interventions to reduce consumption, thereby reducing single-use waste, and changing the current 'business-as-usual' model to future proofed sustainable models.

This project is seeking the recruitment of a Project Manager to co-ordinate and direct delivery, financial, resource and risk management, working closely with the project leads from across the faculty. The position is available from July 2023 for 13 months.

Duties and Responsibilities

The Project Manager will work closely with and report to the Project Lead. The main duties and responsibilities of the position include, but are not restricted to, the following:
- Manage day-to-day operational aspects of projects, including detailed work plans, resourcing needs, delivery milestones and success criteria for every project element – working closely with project leads to this end.
- Monitor and manage project spending and budgets, ensuring all strands of the project are working within budget.
- Engage proactively with project stakeholders to ensure continued excellent assistance and successful delivery.
- Engage with key industry and sectoral policy leaders to influence sustainability policy change.
- Develop key working relationships with project leads to ensure a comprehension of KPI reporting requirements and establish robust mechanisms to enable the reporting of key data and research activities.
- Manage and oversee that the projects reporting requirements are delivered according to tight deadlines
- Manage the communication and coordination of reporting in SESAME (SFI's online grants and awards management system).
- Assist with development of tenders for large purchase equipment.
- Assist with organisation and coordination of strategically important events and conference hosted as part of the project.
- Working closely with academic staff on the project on identifying and applying for further funding at national and European levels.
- Assist with commercial and financial projections for scale-up of project outputs.

Qualifications and Experience

Essential Experience:
Candidates appointed must have a minimum level 9 qualification in a science related discipline (Master's or above). The successful candidate must also have at least one year project management experience on a university research project and a minimum of 5 years' experience in financial/budget management. Candidates must also possess an agile or traditional Project Management qualification and experience in achieving funding success.

Desirable Experience:
- Applicants must demonstrate significant practical experience working as a Project Manager or similar role, and a thorough comprehension of Project Management techniques in a complex organisation encompassing diverse user communities.
- Expertise with a Project Management software, such as Microsoft Project would be desirable.
- Proven track record in Project Management skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budgets. Experience with the Agresso financial management system is highly desirable.

- Candidates must demonstrate the ability to work with a high degree of professional effectiveness including producing accurate reports, meeting deadlines, prioritising, and delivering quality work.
- Ability to work well within a broader team and demonstrate flexibility and approachability, including expertise in integrating multi-disciplinary teams.
- Ability to problem solve, brainstorm and to generate innovative ideas and solutions.
- A proven track-record in project delivery and, ideally, will have experience of working with systems and processes used in the Higher Education sector.
- Excellent social, communication and organisational skills with an ability to work with a variety of different project stakeholders.

Essential Training

The postholder 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.