



Applications are invited from suitably qualified candidates for the following position

**Change Management & Communications Lead  
Professional 5a  
Student Information System Programme  
12 Month Fixed Term 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**

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2018-2023, DCU is currently in the process of implementing a cloud-based Student Information System (SIS) to assist our objectives as a globally engaged university. The SIS Programme has a key role to play in the achievement of the University strategic goals, leveraging the affordances of digital technology and systems integration to enhance the experience of both students and staff, and facilitate operational excellence. The SIS programme has been mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

## **Role Profile**

Working as part of the SIS Programme Team, the Change Management & Communications Lead will lead the Change Management & Communications workstream for the Student Information System (SIS) Programme. This work stream will enable the SIS Programme to deliver a University wide transformation; an end-to-end change which will build the core capabilities within DCU that will deliver new ways of working and significant behavioural change. This will be critical in ensuring that DCU progresses from its current state to the desired state, with the right integration and ownership of the change.

The successful candidate will be expected to identify SIS Programme stakeholders to develop change impact assessments across the University in order to comprehend stakeholder needs. The lead will also have responsibility for conducting change readiness assessments across the University to establish level of awareness and comprehension about the SIS Programme. The lead will assist with the development of the SIS vision and guiding principles. They will in addition be responsible for the day to day line management and professional development of relevant colleagues associated with the workstream.

## **Duties and Responsibilities**

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

## **Qualifications and Experience**

- A primary degree or equivalent in a related field is required.
- A postgraduate qualification is desirable.
- A minimum five years' relevant experience, at managerial or specialist level, in a large organisation.
- Experience in Organisational Change Management, Change Impact Assessment, Change Readiness and Communications approaches.
- Experience in working with Leaders and the ability to develop strong working relationships across the University.
- Ability to work autonomously with ownership of outcomes for key projects.
- A proven track record of delivering complex programmes of work, using structured Project Management skills and an ability to prioritise and handle multiple tasks.
- Excellent teamwork and collaboration skills, with experience in leading and developing others.
- Strong risk management discipline to identify, escalate, mitigate and manage SIS programme risks.
- Excellent communication, presentation and facilitation skills.

## **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 5a - €54,449- €73,632

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

**Closing date:** Monday 5<sup>th</sup> June 2023

**Additional Information:** *Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.*

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

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

Ms Paula Chute - Programme Management Office, Student Information Systems Program,  
Office of the Vice President Academic Affairs (Registrar), Dublin City University.

E-mail: [paula.chute@dcu.ie](mailto:paula.chute@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

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:  
#ST1860 Change Management & Communications Lead**

*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](#)*