



**Business Readiness Programme Lead  
Professional 7  
Student Information Systems Programme  
11 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 2017-2022, 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 Program 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 project is 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 Business Readiness Programme Manager will lead the Business Readiness Stream of 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 staff and students are fully prepared as they progress from its current state to the desired state.

The successful candidate will be responsible for overseeing the various aspects of business readiness, including change management, communications management, learning & development, user acceptance testing, hypercare & service transition, and reporting & analytics. The Programme Manager will play a vital role in ensuring the successful implementation and adoption of programme deliverables within the DCU SIS programme. The Programme Manager 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 & Experience**

- A primary degree or equivalent (NFQ level 7) with considerable (c. 3 -5 years) programme/project management experience for large scale business transformation.
- A postgraduate qualification is desirable.
- Hold an accredited project management qualification.
- Strong Project Management skills including planning, financial management, scheduling, reporting, resource management, communications, and risk management.
- Ability to deliver to tight schedules in a calm and effective manner and manage the delivery of multiple deliverables concurrently.
- 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 / collaboration skills, with experience in leading and developing others.
- Excellent communication, presentation, and facilitation skills.

### **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

**Salary Scale:** Professional 7 - € 63,410 - €101,895

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

**Closing date:** Monday, September 11th, 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.*

### **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 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 email 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:

**#ST1897 Business Readiness Programme 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](#)*