JOB DESCRIPTION

Project Manager
Professional 5
Student Information Systems Program, Office of Vice-President Academic Affairs (Registrar)
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 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

A Project Manager (PM) has been established to co-ordinate and lead delivery, financial, resource, and risk management, working closely with the SIS Program Delivery Streams and the solution provider(s). We are now seeking to recruit a Project Manager to take responsibility for some key SIS Program activities and deliverables.

Duties and Responsibilities

The Project Manager will work closely with and report to the Program Director. The main duties of the role include (but are not limited to):

- Manage day-to-day operational aspects of projects, including detailed work plans, resourcing need delivery milestones and success criteria for every project element – working closely with SIS Programme Delivery Leads to this end

- Work with the PMO on reporting, governance and accountability processes, participation on relevant groups and committees as appropriate

- Manage work with software vendors ensuring the vendors deliver in accordance with the DCU requirements, including project planning, scheduling and quality management engagement with the vendor

- Engage proactively with the project stakeholders to ensure continued excellent cooperation and successful delivery.

Qualifications and Experience

In addition to the [internal service criteria](#), the ideal candidate will have:

- Applicants must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area and a minimum of 3 years' Project Management experience, ideally within the Higher Education sector.
- Applicants must demonstrate significant practical experience working as a Project Manager, strong customer service perspective and a thorough understanding of Project Management techniques in a large and complex organisation encompassing diverse user communities
- Possession of an agile or traditional Project Management qualification would be a distinct advantage for this role
- Proven track record in Project Management skills including financial management, planning,

scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budget

- Individuals 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.
- Ability to problem solve, brainstorm and to generate innovative ideas and solutions · A primary degree or equivalent (NFQ level 7), and a minimum of 5 years' Project Management experience, ideally within the Higher Education sector
- 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
- An ability to influence and persuade at the highest level are essential requirements.