



Applications are invited from suitably qualified candidates for the following position

**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**

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

### **Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply

Please note staff must have successfully completed their probationary period

### **Qualifications and Experience**

- 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.

### **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 5 - €54,041- €65,109 (refer to [DCU Payscales](#) for the applicable payscale for the role.)

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

**Closing date:** Thursday, 2<sup>nd</sup> November 2023

### **Additional Information**

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 Helen Mahon, SIS Program Director, Student Information System Program, Dublin City University.

Email: [helen.mahon@dcu.ie](mailto:helen.mahon@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/hr-current-vacancies-internal-competitions?check\\_logged\\_in=1](https://www.dcu.ie/hr/hr-current-vacancies-internal-competitions?check_logged_in=1)

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:**  
**Job Ref #ST1921 Project Manager**

*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](#)*

