



JOB DESCRIPTION

***Director of Estates
Office of Chief Operations Officer
Permanent Contract***

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Overview of the department

DCU has over 19,000 students across its three academic campuses comprising 140 acres, 78 buildings totalling over 250,000m² of facilities. With a staff complement of 65 plus approx. 200 contract staff on campus fulltime and an annual operating budget of €14m, the development, operations and maintenance of this infrastructure is the responsibility of the Director of the Estates and he/she plays a key role in University master planning and the design, procurement and delivery of new facilities.

DCU is seeking to appoint a Director of Estates with the appropriate experience, skills and attitude to lead the Estates function both operationally and strategically.

Role Profile

The purpose of this senior University post is to provide leadership and direction across the Estates Office and its reporting units, while also contributing to the overall advancement of the University.

Duties and Responsibilities

Reporting directly to the Chief Operations Officer (COO) the Director of Estates will lead the Estates Department in delivering on the following responsibilities. Please note this is not an exhaustive list.

- Manage the campus physical assets of the University consisting of the Glasnevin, St. Patrick's, All Hallows academic campus in addition to the Sports Campus and DCU Alpha (Innovation Campus).
- Manage all aspects of project management of new facilities and buildings including design teams, procurement and construction
- Working closely with the COO:
 - Contribute to the development of a new vision and masterplan for a multi-campus DCU.
 - Support the timely and efficient delivery of the Campus Development Plan
 - Contribute to the operational plans for the University and its physical assets
- Advise the University on all aspects of capital development.
- Manage effectively all Estates office functions including:
 - Capital planning and development
 - Minor works and refurbishments
 - Facilities management including PPM programme
 - Space planning
 - Energy and utilities
 - Cleaning
 - Campus Security Services
 - Car parking and on-campus transportation plans
 - Grounds maintenance
 - Waste management
- Contribute to the development of a Campus Emergency Management (DR/BC) procedures and planning relating to floods, fires, spills, critical power outages and cybersecurity;
 - Ensure appropriate emergency planning, including out of hours, measures are in place for the Estates office and its functions.
 - Ensure appropriate measures are in place provide resilience in terms of utility supplies to the University including power, gas and water.
- Support the implementation of the University's Climate Action Plan
- Develop initiatives to reduce energy, water usage and manage waste on campus
- Liaise with all areas of the University including Finance, Faculties and Units, ISS, Human Resources, subsidiary companies and Health and Safety.
- Liaise with local authority and agencies, service providers, stakeholders and the local community.

In relation to the role, the post holder will be required to engage with the following activities:

- Effectively lead and manage the team of professional and administrative staff within the Estates Department
- Strategically plan for the use of available resources to meet the University's needs;
- Track Budgets and expenditure of reporting units;
- Provide regular reports to the COO and agree an Annual Work Plan, in conjunction with annual budget allocation, at the start of each academic year.
- Ensure compliance with all relevant legislation, statutory requirements and Government regulations are met including planning, conservation, buildings regulations, health and safety etc.
- Ensure compliance with University policies including:
 - Government Spending Code
 - Framework for the Management of Major Capital Works

- Government Procurement regulations
- University Approved Signatory Policy
- Conflict of Interest
- Any other duties assigned to them by the COO.

The post holder is expected to have the vision to develop and implement a risk-based approach to prioritised decision making and management for the Estates Office, in pursuit of, and consistent with the strategy of the University. Inherent in this is the requirement to develop a culture within the office that drives a focus on stakeholder satisfaction, quality service delivery and value for money and excellence across all function within the office.

Qualifications and Experience

- A relevant third level primary degree qualification or equivalent in such area as: engineering, architecture, surveying, project management, planning, or property and estate management.
- Buildings and estates management, development management, programme management or construction management, at a senior level for a minimum of 10 years in a university or third level educational or research environment, or in an environment of demonstrable similar complexity and scale
- Senior leadership experience including experience of leading large teams/departments through a period of significant transformation and the leadership of a large diverse team in a large complex organisation.

Desired

- Experience of representing a large organisation in dealing a complex stakeholder based including Government Departments.
- Demonstrate strategic insight into the challenges in the Irish Higher Education sector.
- Excellent interpersonal, written and oral communication skills.
- They must be able to build strong stakeholder relationships and play a key strategic role in enabling the University to fulfil its potential.
- Strong business acumen is essential, along with the proven ability to develop and deliver strategic objectives.
- Experience of working in the Higher Education sector would be an advantage.
- Leadership in situations that are challenging, complex, and uncertain.
- Conceptualising, problem-solving, decision-making, analysis, and critical thinking.
- Leadership roles in successfully completed construction/development projects, or relevant programmes, of a significant or transformational scale.
- Strategic planning e.g. Estates planning, Master planning, statutory planning and site planning.
- A postgraduate qualification as well as evidence of on-going professional development is highly desirable.
- Prove ability in negotiation and conflict resolution, particularly with local authorities, regulators, contractors and service providers.
- Communicating effectively with a wide range of stakeholders, and developing high impact written communications, including formal reports, submissions, and presentations.

Networking and keeping up to date with relevant industry developments, trends, and best practice through, for example, membership of relevant professional bodies, and participation in national/international expert fora and professional networking groups.