



## **JOB DESCRIPTION**

### **Deputy Chief Operations Officer Office of the Chief Operations Officer (OCOO) Permanent Contract**

#### **Dublin City University**

Dublin City University [www.DCU.ie](http://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**

The Office of the Chief Operations Officer (OCOO) has a broad remit of responsibilities ranging from operations to capital planning, risk and compliance and governance within an expanding multi-campus University environment.

Responsibilities and reporting units within the OCOO manage a broad range of key functions contributing to the effective operation and strategic goals of the University including:

- Estates Office
- Information Systems Services
- Health and Safety
- Sustainability
- DCU Alpha (Innovation Campus)
- Risk & Compliance (including GDPR, FOI etc)
- Oifig na Gaeilge

- Governance and support for the Governing Authority and its sub-committees (Audit, Risk, Strategic Advisory, Governance and Nominations, Equality, Diversity and Inclusion and Honorary Degree)
- Liaison with Internal Audit
- Legal Services
- Secretarial function for wholly owned University subsidiary companies
- Campus Capital Development and Planning including implementation and oversight of DCU's ambitious growth targets
- Space Management to ensure the effective delivery of DCU's academic programmes and commercial activities
- Emergency Planning and Crisis Management

### **Role Profile**

The University has gone through a period of unprecedented change and expansion with over 19,000 students and 1,700 staff across five campuses in the north Dublin region which is underpinned by an ambitious Campus Development Plan. The purpose of this new senior University post is to provide additional operational and managerial resources in the OCOO to support the mission, core values, and DCU's strategic objectives, by working with the Chief Operations Officer to ensure the provision of efficient and effective services and infrastructure for the University, adopting leading and innovative practices.

Reporting directly to the Chief Operations Officer, the new Deputy Chief Operations Officer will, working closely with other senior staff in the Office of the Chief Operations Officer including the Deputy Chief Operations Officer (Compliance), taking part in strategic decision making of the University and with reporting line responsibility for defined areas.

### **Duties and Responsibilities**

The principal responsibilities of the Deputy Chief Operations Officer (Operations) are:

- Effectively lead and manage the team of professional and administrative staff within the units assigned to him/her;
- Support the Chief Operations Officer in the leadership of the Office;
- Responsibility for University legal services, liaison with external legal advisors;
- Provision of timely and measured legal advice to the Chief Operations Officer and the University;
- Provision of leadership and management in the ongoing development and delivery of specific aspects of the Campus Development Plan;
- Oversee relevant research and the preparation of draft position papers, as required, particularly in relation to optimization of inter-unit budgeting and planning, including space management strategies;
- Provision of advice to the Chief Operations Officer, the President and senior staff on matters pertaining to University development opportunities;
- Track Budgets and expenditure of reporting units supported by the DCU Finance team;
- In addition, s/he will have responsibilities for specific capital and/or other project related activities for the Chief Operations Officer;
- Represent the Chief Operations Officer and Dublin City University, as required, on committees and outside bodies;
- Where required, acting as point of contact and providing advice for Student Disciplinary and/or Grievance processes
- Deputising where appropriate for the Chief Operations Officer
- Any other duties assigned to s/he by the Chief Operations Officer.

## **Qualifications and Experience**

### **Essential**

- Relevant third level postgraduate qualification with a minimum 10 years' relevant post qualification experience in a senior leadership role as:
  - An experienced professional with a minimum of 5 years' experience in a governance-related area or
  - a legal qualification and minimum 5 years' experience as a qualified solicitor or barrister
- Senior leadership experience in a large complex organization including experience of leading through a period of significant transformation.
- Strong business acumen, along with the proven ability to develop and deliver strategic objectives.
- Excellent interpersonal, written and oral communication skills.

### **Desired**

- Experience dealing with Government Departments and agencies, and public sector governance at a senior level
- Demonstrate strategic insight into the challenges in the Irish Higher Education sector both nationally and internationally.
- The candidate must be able to build strong stakeholder relationships and play a key strategic role in enabling the University to fulfil its potential.
- Evidence of judgement and experience of decision making in a management environment. Capacity to take initiative and work independently where required within the frame of university's strategic intent and sustainable resources.
- Demonstrate strategic insight into the challenges in the Irish Higher Education sector.
- Experience of working in the Higher Education sector would be an advantage.
- Experience in leadership in situations that are challenging, complex, and uncertain.
- Ability to communicate effectively with a wide range of stakeholders, and developing high impact written communications, including formal reports, submissions, and presentations.
- Stakeholder identification, engagement and management.