JOB DESCRIPTION

Senior Project Manager
DCU Anti-Bullying Centre (ABC)
DCU Institute of Education
3 Year Fixed Term Contract

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.

National Anti-Bullying Centre

DCU’s Anti-Bullying Centre (ABC) is a University Designated Research Centre within DCU’s Institute of Education. It recently received the prestigious status of UNESCO Chair in Tackling Bullying in Schools and Cyberspace. The Centre is dedicated to the study of bullying behaviour/online safety in schools and workplaces and to the development of resources and training to support employers, employees, schools, teachers and parents to prevent and intervene in bullying situations and to promote online safety. ABC leads the field of research, resource development and training in tackling bullying and online safety in Ireland and is an internationally recognised centre of excellence in bullying research.

Role Profile
We are seeking to recruit an experienced Senior Project Manager on a full-time fixed-term contract to oversee the development and implementation of a Cybersafety App, specifically focused on bullying and online safety among adolescents. The App will be developed using data insights from DCU Anti-Bullying Centre, and analysis of user experience and engagement in a number of
international settings. The role will form part of the senior management in the Centre reporting directly to the Director, and will also involve contributing to the overall objectives and activities of DCU Anti-Bullying Centre.

This post is funded by a donation from an international foundation and is for 36 months.

The successful candidate will project manage the implementation of all aspects of the project in line with the overall vision for the project as set out by the Project Sponsor at DCU and in collaboration with the Project Manager in the partner foundation.

Key to the project will be collaboration between DCU and the partner foundation, as well as other relevant stakeholders, ensuring the development of high quality immersive content to underpin the user experience.

The post-holder will be responsible for developing and implementing the Project Charter, and the day-to-day running of the project, identifying and co-ordinating a set of deliverables from a team of researchers and content developers, communication with the partners, and meeting the overall deliverables of the project.

**Principal Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to the following:

- Develop and deliver a comprehensive project charter, implementation plan, ways of working, and clear delivery dates.
- Liaise with the technology and roll-out team designated by the partner foundation to ensure transfer of data insights from research team into anti-bullying and online safety content/materials to be used in the App.
- Manage the coordination of a team of researchers in delivering data driven insights and project content; ensure researchers and content developers have access to data on which to design the user experience.
- Liaise with relevant individuals and organisations to coordinate the delivery of the agreed action points.
- Coordinate and monitor the delivery of the action points in line with agreed timelines.
- Promote the project and associated initiatives. This will include the co-ordination of and engagement in marketing activities relating to the project, including, specifically, the dissemination of promotional content on the project website, social media and across traditional marketing channels.
- Formulate an impact assessment plan to monitor and evaluate the impact of the project.
- Communicate and liaise regularly with the project funder, management team, and other internal and external stakeholders.
- Complete project related administrative duties and applications in an efficient and timely manner.
- Provide appropriate feedback to the Project Sponsor including the escalation of issues and risks as necessary.
- Self-manage own workload and workload of team members to meet agreed deadlines.
- Manage a variety of tasks concurrently and show flexibility of work patterns in order to meet timeframes and delivery.
- Carry out other such duties as determined and required from time to time by the Centre Director.
• Contribute to the overall aims and activities of the Centre, with specific attention to future funding opportunities.

Candidate Requirements

Essential
• Primary degree and a minimum of ten years’ relevant experience, to include 5 years’ experience at a management level within higher education, the public sector, or other complex business environments
• Demonstrate significant practical experience working at a senior level as a project manager with a strong customer service perspective and a thorough comprehension of project management techniques in a large and complex organisation encompassing diverse user communities.
• A proven track-record in project delivery
• Excellent senior project management skills including financial management, planning, scheduling, reporting, resource management, communications, risk management, dependencies, scope, time quality and budget
• Direct experience of line-managing, developing, and motivating a team to deliver professional service level requirements
• Excellent communication skills and the ability to work with and influence senior internal and external stakeholders
• Ability to problem solve, brainstorm and to generate innovative ideas and solutions.

Desirable
• Good knowledge of current education and research on bullying and online safety issues
• Management experience in international setting
• Master’s degree in Business Administration or similar

Please note this appointment will be subject to the candidate successfully completing the Garda Vetting and Foreign Police Certification processes, as applicable.