



Job Description

Project Manager
Student Information Systems Program
Office of Vice-President Academic Affairs (Registrar)
Dublin City University
Fixed-Term Contract up to 2 years

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.

Student Information Systems

In the context of its five-year strategic plan, Talent, Discovery and Transformation 2017-2022, 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 Program 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 project is being mobilised in the Office of the Vice-President Academic Affairs to deliver this transformational change.

Role Overview

A Project Management Office (PMO) 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 needs, delivery milestones and success criteria for every project element – working closely with SIS Programme Delivery Leads to this end
- Work with the Program Director on reporting, governance and accountability processes, participation on relevant groups and committees as appropriate
- Deputise for the Program Director on programme or project delivery duties, as appropriate
- Provide a high level of assistance to the Program Director on the management of software vendors ensuring the vendors deliver in accordance with the DCU requirements:
 - Operational engagement with vendor e.g. Governance
 - Financial engagement with vendor e.g. Statements of Work, invoicing
 - Delivery management engagement with vendor e.g. project planning and scheduling
 - Quality management engagement with vendor e.g. acceptance criteria, testing
 - Implementation engagement with vendor e.g. deployment co-ordination
- Engage proactively with the project stakeholders to ensure continued excellent cooperation and successful delivery.

Applicant Requirements

- Applicants must demonstrate significant practical experience working as a Project Manager, a 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 post holder will be required to undertake the following mandatory compliance training: GDPR and Compliance. Other training may need to be undertaken.