

Applications are invited from suitably qualified candidates for the following position

**Operations Manager
Professional 6
Faculty of Engineering and Computing
Permanent Contract**

Dublin City University

Dublin City University is a leading innovative European University with a mission to ‘transform lives and societies’. DCU ranks as one of the world’s Top 350 Universities, *Times Higher Education*, and is proud to be Ireland’s No. 1 Young University. The University is known for the ‘transformative student experience’ it offers, and is also recognised for its impact in addressing global challenges in collaboration with national and international stakeholders.

Overview of the Faculty

The Faculty comprises three Schools, namely Computing, Electronic Engineering and Mechanical and Manufacturing Engineering, each of which is managed by a Head of School. There are also a number of significant research institutes/centres within the Faculty. The Executive Dean is its Chief Executive Officer. The Faculty is administered through a Faculty Office/Professional Support Unit for which the Faculty Manager has overall management responsibility.

The administrative infrastructure which supports Faculty activity is the remit of said Professional Support Unit (PSU).

Role Profile

This role within the Faculty of Engineering & Computing is critical to the effective delivery of the Faculty’s mission and strategic goals across all activities, including teaching, research and industry engagement. Reporting to the Faculty Manager, the successful candidate will work closely with the Faculty Manager and have responsibility for the planning, management and coordination of the delivery of operational support within the Faculty.

Duties and Responsibilities

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

- Work closely with all relevant stakeholders to ensure the efficient and effective delivery of the Banner transition and other digital transformation / modernisation processes, within the Faculty, as and when arising.
- Assume responsibility for defining and delivering operational excellence within the PSU, providing the necessary frameworks upon which dynamic, cross-functional working and maximum efficiency can be achieved.
- Review, on an ongoing basis, the administrative service provision of the PSU to ensure optimal efficiency, cross-functional working and standardisation of best practice.
- Consistently update administrative processes with a view to improving efficiency and leveraging benefits that may be derived from digital transition, AI or technology more generally.
- Establish procedures, and associated SOPs, with respect to new initiatives as they come on stream (ie. joint programmes, integrated Masters programmes, microcredentials etc),

ensuring that resultant processes are broadly articulated and well understood by relevant stakeholders.

- Act as the training lead, with respect to systems and operations, for new joiners to the PSU and associated Faculty administrators. In addition, train existing staff members with respect to cross-functional upskilling and proficiency on systems in the context of digital transition.
- In conjunction with the Executive Dean and Faculty Manager, identify and liaise with key stakeholders across the Faculty including Heads of School, Associate Deans, Research convenors etc. to ensure the effective delivery of the teaching and research agendas from an operational perspective.
- Coordinate the required operational support to the Executive Dean in support of the management of academic programmes.
- Liaise with all relevant units within the University to ensure the smooth delivery of the operational agenda.
- Represent the Executive Dean and/or Faculty Manager at committees, working groups and events, as appropriate, in relation to operational matters.
- Any other appropriate duties or responsibilities as may be assigned by the Executive Dean/Faculty Manager.

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

- Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 5 years' relevant experience.
- Sustained track record of leadership with respect to operational support and delivery and must have line management experience.
- Strong capability to proactively think, exercise judgement and make sound decisions on a wide range of operational and administrative matters and ability to lead change.
- Excellent leadership, management, organisational, communication (verbal and written) and interpersonal skills are essential.
- Ability to quickly assimilate to new knowledge.
- High level of attention to detail and structured approach to work.
- Excellent troubleshooting skills with the ability to get to the root cause of problems.
- The ability to communicate information accurately and collaborate with various departments at different levels of an organisation.
- The ability to work independently as well as part of a team.
- An ability to positively interact with both internal and external stakeholders and the ability to be flexible and adaptable in responding to stakeholder needs.
- A positive work ethic and outlook.

Essential Training

The postholder will be required to undertake the following essential compliance training:

- Orientation
- Health & Safety
- Data Protection (GDPR)
- Cyber Security Awareness
- AI Literacy

Other training may need to be undertaken when required.

Salary Scale:

Professional 6 - €64,341 - €91,656 refer to [DCU Payscales](#) for the applicable payscale.

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

Closing date: Friday, 8th May 2026

Additional Information

Please note this role does not meet criteria for a Critical Skills permit as stipulated by the Department of Enterprise, Trade & Employment.

Remote Working Policy

DCU operates a Remote Working Policy. Employees may be approved for up to 2 days of remote working per week (or an appropriate pro-rata amount for those part time). Any remote working arrangement will be reflective of the predominant on-campus working environment and the core University value of 'Student Focused'.

Employees will be based on campus for the majority of their working week to ensure a sustained on campus engagement and experience. The terms of the [remote working policy](#) will apply.

For more information on the Faculty of Engineering and Computing, please visit:

<https://www.dcu.ie/engineeringandcomputing>

Informal Enquiries in relation to this role should be directed to:

Ms Mary O'Halloran Proffitt, Faculty Manager, Faculty of Engineering and Computing, Dublin City University.

Phone: + 353 (0)1 7008710

Email: mary.ohalloran@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Please submit your application through the online system. In order to be considered for the role to which you are applying for, you must upload:

- 1) Curriculum Vitae
- 2) Cover Letter
- 3) Completed application form (blank forms can be downloaded from the bottom of the Vacancy).

Please note, if all items are not uploaded, the application will be deemed incomplete, and will not be processed.

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. We

will provide support and accommodations to ensure all candidates, including those with disabilities, can fully participate in the process.

The University's Athena Swan Silver 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](#)

