



Candidate Brief for the position of:
Chief Infrastructure Officer
(Permanent Wholetime)

Reference: 384/2024

Recruiting Difference; Reflecting Diversity

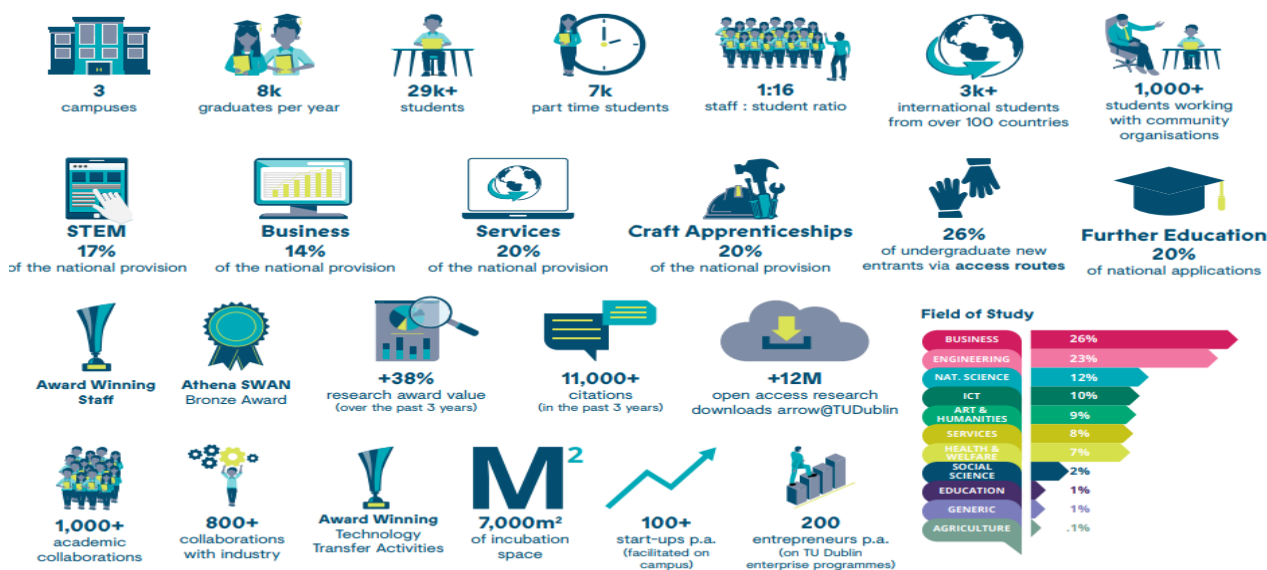
**Infinite
Possibilities**



TU Dublin at a glance

Technological University Dublin (TU Dublin) is the second largest university in Ireland with over 29,000 students and over 3,000 staff working across five locations, including three large campuses in Grangegorman, Blanchardstown and Tallaght. The University was established on 1st January 2019 following the integration of Dublin Institute of Technology (DIT), Institute of Technology Blanchardstown (ITB) and Institute of Technology Tallaght (ITT) into a single organisation.

A leader in STEM disciplines, TU Dublin also supports the largest cohorts of students of business, media, culinary arts, and the creative and performing arts. We are passionate about life-long learning, and as the largest provider of part-time education, we make an important contribution to the economic life of Ireland, enabling capacity building for the future. Here are just a few of our statistics:



TU Dublin – A New University for A Changing Ireland

At TU Dublin, our distinguished researchers and innovators are pioneers in science and technology discovery, play active roles in informing policy and standards; and contribute to the creative life of Ireland. Our award-winning technology transfer and business incubation activity has so far delivered over 400 new sustainable businesses with an economic value of almost €700 million.

With an international outlook, we welcome students and staff from around the world, while our strong international partnerships provide opportunities for student and staff exchange programmes, major cross-collaboration research projects, and employment opportunities.

We are immensely proud of our network of 100,000+ TU Dublin graduates who are making their careers here in Ireland and in 70 countries worldwide, and of our staff who support all our students to make their mark on the world.

Find out more about TU Dublin and what each of our five locations can offer at <https://www.tudublin.ie/explore/our-campuses/>

Benefits available to staff working in TU Dublin

TU Dublin recognise the importance of our people, and we are actively involved in attracting, recruiting, developing, and retaining a talented workforce to meet our ambitions as a university. We offer a wide range of development opportunities for staff to pursue their professional interests through mentoring, study, secondments, and more.

Our aim is to be inclusive in all aspects of the work of the University and to create a welcoming atmosphere in which to work and study. We are committed to demonstrating this through our equality, diversity, and inclusion policies together with promoting the Athena Swan agenda. TU Dublin has a range of benefits available to employees, these include, but are not limited, to:

Tax Saver and Cycle to Work Schemes	Study and Exam Leave
Blended Working Policy in operation	Irish Language Classes
Extensive Library facilities throughout the university	Opportunities to attend conferences
Enrolment to Public Sector Pension scheme	Networking opportunities throughout the university
Health and Wellbeing programmes	Mentoring programmes
Fee support for further education, with a Fee waiver for TU Dublin programmes	Optometry Centre – free eye tests and discounted glasses
Erasmus staff programme	Sports facilities with discounted gym membership
Staff Development short-courses and seminars e.g., Women Leaders in Education, Project Management, Leadership Development Programme, Aurora Leadership Development for Women	Facilitation of direct deductions from salary for Hospital Saturday Fund health plan/ Income Continuance Plan/Health Insurance Plan/Cornmarket financial advice plan

TU Dublin's people-focused strategy

At the heart of TU Dublin's overarching strategy lies an aspiration to become a workplace where individuals thrive in their professional and educational pursuits and love the experience of working and learning within our vibrant community. TU Dublin's vision for our people is that we are a place where people love to work and learn, and to be an exemplar of equality, diversity and inclusion.

The university has agreed a long-term strategy 'Strategic Intent 2030' and over the next five years we will deliver our People Plan '28 to move us towards our 2030 vision.

Job Description

TU Dublin's campus infrastructure provides an essential University-wide resource to support a diverse community of learners, staff and partners seeking to **Create a Better World, Together**, delivering on the University's strategy founded upon three of the UN Sustainable Development Goal pillars of **People, Planet** and **Partnership**.

Under the **People** pillar of the University strategy, TU Dublin sets out the aim of '**Creating a place of imagination and inspiration**' where a top-class campus environment fosters discovery, creativity, social connectivity, and wellbeing for an organisation that serves more than 30,000 people. Under the **Planet** pillar of the University strategy, TU Dublin aims to become one of the world's most sustainable universities by becoming a '**Beacon for Living Breathing Sustainability**'. With a University Masterplan which includes for over 200,000 sqm of development, TU Dublin aims to optimise the campus infrastructures to meet environmental and financial sustainability goals through a range of programmes to deliver on a cutting-edge learning and working environment. Under the **Partnership** pillar of the University strategy, TU Dublin is nurturing '**A Tightly Connected Network**' which includes for a range of vibrant commercial and societal partnerships to deliver real world technological solutions to TU Dublin's communities through investment and engagement across its campuses.

The University is seeking applications for the position of Chief Infrastructure Officer. This role has responsibility for the leadership of operations and delivery of physical infrastructures in response to University needs and national/EU/International infrastructure policy requirements. The Chief Infrastructure Officer plays a strategic role for campus estate infrastructures in close coordination with local, regional, and national infrastructure initiatives. In addition, the Chief Infrastructure Officer will develop the campus estates assets and services, bringing them to a higher service level to provide an enjoyable, safe, sustainable, high-quality learning and working experience on-campus. This role is responsible for managing several critical central University functions including Campus Planning, Engineering, Estates Operations (including Campus Health & Safety), Environment, Facilities Management, Capital Works, Estates Systems, Capital Contracts, and Real Estate.

In addition, underpinned by a service-led approach to develop and sustain a cutting-edge learning and working environment across campuses, the Chief Infrastructure Officer will lead on the delivery of an infrastructure development programme leveraging digital technology and financial investment solutions to balance strategic capital and operational expenditures across the estate. To maximise the use of the University campuses as resource, the Chief Infrastructure Officer will foster opportunities to cultivate and facilitate TU Dublin's Living Lab project pipeline. Through this work, the Chief Infrastructure Officer will support a culture of collaboration across the community of researchers, learners, and external partners to develop and deliver unique infrastructure innovation initiatives for public good.

The Chief Infrastructure Officer's service will work closely with Faculties, Schools, Partnerships, Research & Innovation, Professional Services, in addition to regional Community and national Agency groups responding to and anticipating the University's changing infrastructure needs. The Chief Infrastructure Officer will lead their team to instil an efficient and accountable service, embedding project life-cycle, project reporting, and business case development processes aligning outcomes to University objectives. The Chief Infrastructure Officer is responsible for all aspects of leadership, reporting, budgeting, multi-year planning and programme development of the University estate to maximise campus infrastructures as a unique sector resource.

Role Overview

TU Dublin is excited to recruit a new Chief Infrastructure Officer, a role that is critical to the successful operations and delivery of campus infrastructure across all sites which comprise TU Dublin's estate. The Chief Infrastructure Officer will develop and oversee the delivery of the University's capital infrastructure programmes as well as actively monitoring and review of the needs of an ever-changing estate of the University in the higher education landscape. The Chief Infrastructure Officer will lead a substantial and diverse team of professionals, administrators, and operatives across campuses, guiding and developing new initiatives to achieve TU Dublin objectives as outlined within the University Masterplan, Climate Action Roadmap, and other related strategies and plans to provide world-class facilities that support world-class research, learning and teaching.

TU Dublin has big ambitions to enhance our campus infrastructure and campus service experience to staff, students and the wider university reflecting the University's ambition to become one of the world's most sustainable universities. Key targets within this specific to campus estate infrastructure is achieving public sector climate action mandate targets for 2030, full decarbonisation by 2040 and net zero by 2050. We are looking for someone who can oversee the development of a 'best in class' campus estate and infrastructure service: a strategic thinker who can lead out on the development and implementation of our Strategy underpinned by **People, Planet, and Partnership**.

Reporting to the VP Sustainability, the Chief Infrastructure Officer leads a team of approximately 150 Estates and Planning professionals and support staff, is a member of TU Dublin's senior leadership team, and work in close partnership with executive leaders across TU Dublin.

The Chief Infrastructure Officer is responsible for all aspects of leadership, strategic planning, governance, operations, people management, and financial management of campus infrastructure across locations at TU Dublin. The Chief Infrastructure Officer will

Leadership

- Provide overall leadership, vision and strategic direction for Campus Estates and Planning, ensuring the service continually evolves and operates effectively to meet the needs of the University community while achieving national policy mandates.
- Serve as an active member of senior leadership, actively contributing to the University's strategic development through participation in University-wide committees, transformation programme boards, project management groups, and meetings.
- Represent the University in dealings with the Department of Further and Higher Education, Research, Innovation and Science, the Higher Education Authority, the National Development Finance Agency, Grangegorman Development Agency, Sustainable Energy Authority of Ireland, Local Authorities and other external stakeholders as required.

Strategic Planning

- Provide leadership in developing and implementing the University campus infrastructure programmes under the University Masterplan, Climate Action Roadmap, and Estates & Capital Asset Management Plan including the integration of key Transformation Programmes - Digital Twin, Campus Life, and Sustainable Energy.
- Anticipate and respond effectively to mitigate risks and maximise opportunities for the University within national policy frameworks for infrastructure and development.
- Lead the development of new processes across and between Campus Estates and Campus Planning, allied to objectives in Sustainability to provide an efficient and unified way of working across capital infrastructure projects.

Governance & Risk Management

- Champion the development and implementation of good design and planning practices, policies, procedures to advance the delivery of high-quality campus infrastructure and related estates services.
- Provide prompt accurate reporting and information requests from HEA, DFHERIS, SEAI and other relevant funding organisations in relation to the University's capital portfolio.

Operations

- Be responsible for and oversee the effective operations of all aspects of the University's campuses and estates.
- Provide leadership, guidance, project management and business process management to key change initiatives and innovation projects, including strong communications and timely engagement with the campus communities with respect to change.
- Carry out such other functions as may be necessary or required for its effective discharge, from time to time.

People Management

- Provide vision and strategic direction for the Campus Estates and Planning service, ensuring that as a collection of functions, strong processes are developed the support the team to continually evolve and deliver an effective University wide service to all areas.
- Lead, manage and ensure the development of all staff within Campus Estates and Planning functions including the establishment of comprehensive relevant training programmes in digital and green capabilities and skills.

Financial Management

- Work closely with Finance to develop solutions, oversee investment, and manage the University's Capital Investment Plan in line with planned Campus Infrastructure programmes as set out under the University Masterplan and Climate Action Roadmap.
- Develop, implement and monitor an appropriate annual pay and non-pay budget for Campus Estates and Planning, ensuring the service operates effectively within its budget.
- Generate strategic business cases for investment across the estate with public and private partners.

Key responsibilities

- Leading and managing university capital assets which necessitate overseeing Campus Planning, Engineering, Estates Operations (include. Health & Safety), Environment, Facilities Management, Capital Works, Estates Systems, Real Estate, and other related functions.
- Lead on cross-functional efforts to develop and implement building information management systems and other IT solutions to ensure the efficient and effective management of the University infrastructure portfolio.
- Develop strong working relationships between your team and other allied services within the wider University, contributing to TU Dublin's strategic development through active participation in University committees, task groups, projects and meetings
- Lead, manage and develop a University wide campus infrastructure portfolio, working with external partners and other key stakeholders to secure and delivery strategic University projects in order to effectively manage the University's capital assets cognisant of 2030, 2040 and 2050 climate action targets and commitments.
- Ensure that the activities of Campus Estates and Planning services are undertaken in accordance with the governance, policy and regulatory frameworks of the University.
- Working closely with the VP Sustainability, enhance service delivery to support the University's overall Strategic Plan.
- Undertake any other activities assigned from time to time by the VP President for Sustainability.

In undertaking these responsibilities, the Chief Infrastructure Officer will clearly be able to delegate specific functions, but not accountability for them, to other individuals across their team.

Person Specification

The Chief Infrastructure Officer will bring commercial acumen, be service- and action-orientated with significant strategic capability. This role will lead the Campus Estates and Planning Service and strategic infrastructure development to pro-actively support the University's core educational, research and service objectives through best-practice public infrastructure management and delivery strategies and services deploying innovative technical and financial solutions develop the University's capital assets. They will work closely with the Schools, Faculties and Research Hubs, as well as professional services, to develop the functions service and ensure it meets the academic and educational needs of all disciplines, programmes, research activities and other corporate services in the University.

The ideal candidate will demonstrate the appropriate mix of knowledge, experience, skills, talent and abilities required for the role as outlined below and must satisfy all of the essential criteria:

Essential

Candidates will be shortlisted based on their demonstration of meeting every essential criterion so are asked to clearly outline how their experience and qualifications meet the criteria.

- A relevant qualification at minimum NFQ Level 8 (Honour Bachelor's Degree) from a recognised degree-awarding authority or an approved equivalent qualification.
- A minimum of 8 years' experience at a senior management level in capital infrastructure planning and delivery in a large enterprise and/or across a large estate.
- A proven record of successfully managing a portfolio of capital infrastructure assets, or major capital infrastructure programmes, within a large complex organisation, higher education or public sector experience is preferred.
- Demonstrated ability to successfully lead, motivate and manage multi-skilled staff groups, across varying levels of seniority, to build effective teams and networks.
- In-depth capital infrastructure knowledge and delivery experience, as well as a deep general knowledge of current best-practices to developing new and sustainable infrastructure programmes across large estates and future trends.

Desirable

Candidates may be shortlisted on the basis of none, one or more of these desirable criteria and are asked to clearly outline how their experience and qualifications meet the criteria.

- A relevant professional qualification at post graduate level, at a minimum NFQ Level 9 (Post-graduate Diploma or Masters).
- Strong managerial and interpersonal skills, as well as a collaborative approach to problem solving.
- Experience of working in public sector, semi-state or education sector.
- Good working knowledge of Ireland's public spending code, infrastructure guidelines, climate action plan, and national development plan.
- Experience with innovation procurement and partnership-based infrastructure delivery.
- Demonstrated experience of effectively managing budgets.
- Experience of leading successful large-scale capital transformation projects.
- A strong commitment to Equality, Diversity and Inclusion in the workplace.

Personal attributes required for the role:

1. Be adept at influencing and reporting at director level, able to communicate effectively and have strong leadership, strategic, organisational, stakeholder management and project management skills.
2. Excellent verbal and written communication skills, including negotiation skills, presentation skills, and report writing.
3. A strong sense of alignment with the University's vision and values of Impact, Inclusion, Excellence and Respect.
4. Commitment to respect and dignity for all including a commitment to the University's Inclusion, diversity and equality agenda, together with the ability to work positively with staff and students from a diverse range of backgrounds.
5. Ability to consistently demonstrate management responsibility and accountability, inherent competencies critical for this senior management role.
6. Ability to work well under pressure and tight deadlines, with sound judgement and good decision-making skills.
7. Strong passion for people, sustainability, partnership, education and research - a commitment to making a positive impact on society and want to be part of the solution.

Eligibility to compete

Eligibility to compete is open to candidates who are citizens of the European Economic Area (EEA) or Switzerland. The EEA comprises member states of the European Union along with Iceland, Liechtenstein and Norway. Other candidates may be eligible to compete subject to their having an appropriate work permit for the nature and duration of the position.

Terms and Conditions of Employment

A full statement of terms and conditions of employment will be given to the successful applicant in accordance with the Terms of Employment (Information) Acts 1994 and 2001.

The main terms and conditions of employment are as follows:

Tenure:	This post is offered on a permanent wholetime basis.
Location:	The post will be based at one of the TU Dublin Campuses i.e. Grangegorman (Parkhouse), Blanchardstown or Tallaght. The university may consider flexible working arrangements. The appointee's base location will be determined by the VP for Sustainability having regard to the operational needs of Campus Estates and Planning. The Chief Infrastructure Officer will be required to work on all campuses for which the role services. This is recommended to be at least one day per week per campus.
Salary:	The successful candidate will be appointed at point (01) of the Secretary Financial Controller Level 2 Salary Scale. The salary for this post is €109,176- €113,008 - €116,838 -€120,672 - €124,504- €128,334 -€132,465 -€136,325 - €140,420. Under normal circumstances, new entrants to the Public Sector will commence on point 1 of the salary scale. Remuneration may be adjusted from time to time in line with Government pay policy. Incremental credit may apply in line with university policy.
Hours of work:	A 35-hour working week is in operation. This can be reviewed by collective agreement, with the Minister for Further and Higher Education, Research, Innovation and Science. Having regard to the nature of the work, attendance outside these hours may be required from time-to-time.
Probation:	The terms of the University's Staff Induction policy and Probation procedure may apply.
Annual leave:	Annual Leave and Public Holidays shall be granted as per the Holidays (Employees) Act 1973 and Organisation of Working Time Act 1997. The annual leave entitlement for this post is 30 days per annum this is inclusive of the University closure days.
Retirement:	This is a pensionable post.
Sick Leave:	The terms of the TU Dublin Sick Leave policy will apply. Sick leave will be in accordance with arrangements authorised from time to time by the Minister for Further and Higher Education, Research, Innovation and Science.

Application Process

Applications will be accepted through the online application service at www.tudublin.ie/vacancies. A CV and cover letter will be required in addition to the application form. All correspondence from the University regarding your application will be by email. Please ensure that the security filters on your email provider will accept emails from TU Dublin.

The selection process may include:

- shortlisting of candidates on the basis of the information contained in their application
- a competitive preliminary interview
- presentation or other exercises
- a final competitive interview

The University is committed to equality of opportunity and welcomes applications from all. However, our employment monitoring data tells us that individuals from Black, Asian and Minority Ethnic (BAME) communities, people with a disability and those who identify as LGBT+ are currently under-represented at the University. As such, we particularly welcome applications from these individuals.

Closing Date

The closing date for applications is **5.00 pm (Irish Time) on Monday, 14th October 2024**. **Late applications will not be accepted.**

It is anticipated that interviews for this post will take place from **27th November 2024**. The interview assessment will be **45** minutes in length and will include a presentation of **10** minutes duration. The topic of this presentation will be as follows:

‘Developing Sustainable Campus Infrastructure at TU Dublin: Vision, Leadership, and Execution’.

Contact information

For further information about this post please contact: Jennifer Boyer, Vice President for Sustainability at vp.sustainability@tudublin.ie

For queries regarding the application process, please contact Fiona Lee at (01) 2205424 between 9.30 and 5pm, Monday to Friday or email fiona.lee@tudublin.ie

Appeals

If a candidate wishes to appeal either a shortlisting decision or a Selection Board decision, they must indicate their intention to do so by submitting an email to the Recruitment Manager (referred to as HR Management throughout this appeals process) within 2 working days of the date upon which written notification to the unsuccessful candidate is issued. The email notice of intent must be followed by the submission of the Appeal Form to HR Management. The completed Appeal Form must be submitted no later than 5 working days of the date upon which written notification to the unsuccessful candidate is issued or up to 3 working days after the submission of the email notice of intent. Further details in relation to the University’s Recruitment, Selection & Appointment Policy, including details in relation to the Appeals Procedure, can be found at the following link:

<https://www.tudublin.ie/media/website/for-staff/human-resources/Recruitment,-Selection-and-Appointment--Policy-14.08.23.pdf>

Further information for Candidates

- Canvassing will automatically disqualify.
- Late applications will not be accepted. You will not be able to apply on the online system once the deadline is passed. Therefore, you should ensure you allow sufficient time to make your application in advance of the closing date and time.
- You may only submit one application per competition. Should you have any issues with your submission, please contact recruitment@tudublin.ie
- TU Dublin applies a shortlisting process for all competitions. Therefore, you should ensure that the information provided clearly and fully describes how you satisfy the essential, desirable, and any of the other role requirements set out in the Person Specification. It is important to ensure that your application clearly demonstrates that you hold the qualifications, knowledge and experience required for the role. The successful candidate will be required to submit parchments of Degrees, Diplomas, Certificates and other professional qualifications if these are not already on file with Human Resources.
- TU Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community

“Technological University Dublin (TU Dublin) is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce reflective of the wider community. TU Dublin aims to attract the best people who have the experience, knowledge, skills, abilities and competencies to support the University’s mission. TU Dublin supports equality of opportunity, diversity and inclusion and encourages underrepresented groups to make applications and accommodates candidates with disability to apply for posts”

[Recruitment, Selection and Appointment Policy](#)