

## **Faculty of Science & Health**

### **Manager of Facilities and Associated Services (permanent)**

The Manager of Facilities and Associated Services (MFAS) will play a key role in the development and implementation of a management system to address common areas of interest among the constituent Schools and Research Centres in the Faculty, including, but not confined to, phasing, stock control, health and safety, waste disposal, equipment inventories, building services management, and Faculty-based technical provision. S/he will work closely with all School and Research Centre based Technical groups to achieve optimum utilisation of resources aligned to strategic developments.

#### **Purchasing**

The MFAS will be responsible for the development and oversight of a purchasing system (specifically in relation to lab consumables and other items) for implementation across the Faculty.

#### **Stock Control**

The MFAS will be responsible for the development of procedures and protocols relating to stock control, ensuring consistency in practice and in the systems (IT and other) employed in support of this activity.

#### **Health & Safety**

The MFAS will ensure compliance with legal obligations under the Health and Safety Act and with local policies and procedures that are identified and approved by the Faculty Health and Safety Committee, which s/he will Chair.

#### **Waste Disposal**

The MFAS will ensure compliance with relevant legislation and statutory requirements governing the disposal and storage of waste, overseeing the development and implementation of appropriate protocols in this area.

#### **Equipment Inventories**

The MFAS will oversee the development and implementation of policies and procedures for the maintenance of equipment inventories.

#### **Building Services Management**

The MFAS will act as the point of liaison between the Faculty and the Estates Office, particularly in relation to such matters as the maintenance of essential services, renovation to existing rooms, securing work permits and method statements from contractors and space utilisation.

#### **Research Technicians**

The MFAS will coordinate the duties of recently appointed Faculty based research technicians (funded under the University's SFI OIP).

#### **Other Activities**

Under Executive Faculty structures there is scope for further developments whereby areas such as stores management might be streamlined and human resources might be more effectively deployed. Other duties may include training provision for technical staff and promoting a Quality Management System.

The foregoing list of duties should not be regarded as exhaustive and the post holder may be assigned other duties and/or responsibilities by the Dean, and in line with the changing needs of the Faculty.

#### **Requirements:**

Applicants should have extensive experience of managing a team of technical personnel in a university or industrial institution, and have demonstrated critical thinking in terms of service provision

to their clients. S/he must have a primary degree and, preferably, be qualified to postgraduate level, and have at least five years experience operating in a senior role within their organisation.

The post holder will report to the Dean of Faculty and work closely with all technical groups to implement a management system for all common areas of interest throughout the Faculty. S/he will be a member of the Faculty Management Board and Faculty Executive Group.

Informal enquiries in relation to the above post should be directed to:  
Professor Malcolm Smyth, Dean, Faculty of Science & Health, Dublin City University, Dublin 9.  
E-mail: [malcolm.smyth@dcu.ie](mailto:malcolm.smyth@dcu.ie) Telephone: + 353 1 700 7869

Salary scale: **€0,442 - €2,794**

Closing date: **11 November 2005.**