



**Programme Manager**  
**Assistant Principal Higher**

**Sport Ireland Project Overview**

Sport Ireland is the authority tasked with the development of sport in Ireland. This includes participation in sport, high-performance sport, anti-doping, coaching and the development of the 520-acre Sport Ireland Campus in Dublin 15.

In 2022 Sport Ireland published a major new masterplan that sets out the Campus development priorities over the next 20 years. This will see the addition of a range of major new facilities including a National Velodrome & Badminton Centre, National Cricket Centre, offices, accommodation buildings, pavilion buildings and supporting infrastructure projects.

Sport Ireland has a growing development team tasked with the delivery of these projects. Work is delivered through a framework of design consultants – Architect, Engineers, Quantity Surveyors, Project Managers and others. All major projects are managed and coordinated by external project management firms, with small and medium projects mostly managed by internal project managers. All projects are managed within a PMO arrangement, providing clear guidance and structure to our internal teams and providing strong governance in the areas of project management, cost control, procurement, programme management and design team management.

Sport Ireland need to strengthen their team with a Senior Programme Manager that will work with the Development Director and development team to co-ordinate and manage the multiple projects that form part of the new Sport Ireland Campus Masterplan.

Experience in a property or construction environment is essential. As a programme coordinator you will take responsibility, at a portfolio level, for the management and delivery of several large and medium scale projects that are at various stages of development. Each project will have an assigned internal client representative or project



manager, and larger projects will have an externally appointed project manager. On certain projects you may act as a client representative, or project manager at the early stages of a project depending on the scale of the project.

This is an outstanding opportunity for an enthusiastic and self-motivated individual interested in developing their career in a challenging and rewarding environment. The successful candidate will gain insight and experience in a range of areas including project management, PMO administration, procurement and public funding.

### **Job Purpose**

Reporting to the Campus Development Director, the appointed candidate will work as Programme Manager across the Campus portfolio of projects.

**Reporting To:** Campus Development Director.

### **Key Duties and Responsibilities**

- Working as part of a construction development team in the delivery of multiple campus projects in line with a PMO system and established Duties & Responsibilities.
- Acting in the role of Senior Programme Manager across a portfolio of projects and leading a team of client representatives or project managers in the delivery of the Sport Ireland Development programme.
- Fulfilling the role of client representative or project manager on various projects as required.
- Working with the Development Director, Head of PMO, Finance Director, Procurement Manager on broad portfolio and campus strategies.
- Monitoring project programmes and the allocation of resources as required.
- Chairing and leading on major stakeholder engagement, chairing working group meetings, cross unit collaboration and key project processes.

- Monitoring internal team performance and weekly/monthly deliverables through regular team meetings.
- Providing technical, strategic, mentoring and project level leadership to client representatives, cost control managers, administrators, and project managers.
- Managing any area of consultant non-performance that is escalated through the PMO project reviews.
- Management of the briefing stage on all new projects to ensure that all design teams are aligned and understand project expectation and deliverables.
- Ensuring best-in-class approach to project management and displaying strong skills in analysis, programming, communication, problem solving and ultimately delivery.
- Contributing with energy and enthusiasm to the ongoing development of our PMO and internal structure and processes.
- Working with and supporting the Development Director and Quantity Surveyor on all commercial, cost, and legal aspects of the development programme.
- Displaying strong leadership, communication and management skills in leading design teams and stakeholders.
- Preparing management reports and associated documentation for board, committee, and internal reporting purposes.
- Ensuring compliance with committee and board authorisation processes regarding procurement, contract award, procurement compliance, cost approvals etc.
- Supporting the Development Director as required.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

**Person Specification:**

**Essential: Qualifications, Experience, Knowledge, Skills and Abilities**

- Must have a relevant third level qualification.
- Must have minimum 15 years' prior professional experience working in construction and development.
- Must have relevant project management experience in a construction environment, with particular focus on the management of design teams and the development process.
- Must have excellent interpersonal skills and the ability to communicate effectively with a range of different stakeholders.
- Relevant development experience in a campus environment or in the management of a large-scale portfolio of projects.

**Desirable: Qualifications, Experience, Knowledge, Skills and Abilities**

- Professional qualification in engineering, surveying or architecture.
- Ability to effectively display common sense and logic as required.
- Must be self-motivated and enthusiastic with a strong desire to learn, succeed and progress in their career.
- Experience of public sector project delivery.

**Additional Information:**

**Contract:** Full-time, permanent.

**Salary Scale:** Assistant Principal Higher Scale. The appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

**Location:** Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15



If you would like to apply for this position, please send your CV in confidence to [sportirelandjobs@orangerecruitment.ie](mailto:sportirelandjobs@orangerecruitment.ie) . Closing date for applications is Thursday 5<sup>th</sup> December 2024 at 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

Sport Ireland is a Great Place to Work® Ireland.

