

Job Description

Department:	Maintenance	Job Title:	Capital Projects Lead
Report to:	Asset Reliability Manager	Senior Manager:	Asset Reliability Manager
Status:	Permanent – Full time	Hours:	39 hours per week.

--

Main Responsibilities

- Delivery of capital projects to approved scope, timelines, and budget.
- Support the Finance department on the procurement of consultants/contractors through the eTenders platform.
- Lead the planning, delivery, commission, and handover of Capital Projects to Sport Ireland Campus Operations.
- Ensure compliance of all capital projects with relevant procurement guidelines.
- Support the Senior Management Team (SMT) on the implementation of the Sport Ireland Campus Strategic Plan.
- Compilation of progress reports on assigned projects for presentation to the Sport Ireland Board.
- Support in the development of the Sport Ireland Campus Masterplan i.e. specifications, standards etc.

Experience and Qualifications:

- Third Level Qualification (minimum level 8) in Engineering / Operations.
- Additional certification in Project Management.
- At least six years relevant experience in the procurement and delivery of capital projects.
- Experience using the eTenders platform.
- Proficient working knowledge of Microsoft packages (Word, Project, Excel, PowerPoint, and SharePoint).
- Excellent written and verbal communications skills.