Research Centre	Insight SFI Research Centre for Data Analytics
Post Title	Research Integration Coordinator
Grade	Professional 5 (P5)/Senior Administration Assistant I
Post Duration	Fixed Term Contract up to 30th June 2025

Dublin City University

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Insight Centre for Data Analytics

The Insight SFI Research Centre for Data Analytics (http://www.Insight-centre.org) is an SFI funded Research Centre which brings together researchers from University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions, Trinity College Dublin (TCD), University of Limerick (UL), Maynooth University (MU) and Tyndall National Institute. It creates a critical mass of more than 400 researchers from Ireland's leading ICT clusters to carry out research on a new generation of data analytics technologies in a number of key application domain areas, such as Health and Human Performance, Smart Communities, Internet of Things, Enterprise and Services and Sustainability and Operations.

The €150m Centre is funded by Science Foundation Ireland and a wide range of industry and European Union partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 220 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

The Role

Due to continued growth and diversification of Insight's research activities through Irish and International funding agencies, industry partners and European Union sources, we now wish to recruit an additional Research Integration Coordinator on a fixed-term full-time contract basis with primary responsibility for leading project management and administration across multiple research projects.

This position is based at Dublin City University and will report to Insight's Centre Director and the Centre Manager at DCU. The position forms part of a broader Operations team within Insight and the Research Integration Coordinator will be expected to collaborate closely with other members of the project teams at other Universities and with our industry partners.

The purpose of this position is to facilitate efficient research integration across Insight@DCU through the application of project management and scientific expertise to internal and externally funded and industry funded research projects. The successful candidate will be responsible for management and administration of multiple research projects in a variety of research areas within Insight's remit. S/he will function as a full member of the research team and will be expected to apply their scientific and technical expertise to problem solving and stimulating cross-disciplinary approaches in this regard.

Principle Duties and Responsibilities

Specific duties include:

- Track, monitor and report on project progress to project stakeholders, alerting them to emerging issues or timeline slippage in a timely fashion and helping to coordinate responses required to meet project deadlines.
- Assist post-doctoral research and academic supervisors in leading and managing external and internal research projects, assisting them in the creation of their work plans, deliverables, milestones and schedules.

- Liaise closely with Insight's Commercialisation Support Officers and DCU's Technology Transfer Office in assessing research outputs for IP protections and commercial potential.
- Assist the Insight Operations Team in the planning and organisation of demonstrations of collaborative research outcomes at public and industry events. Help research teams present their work in a manner suitable to the relevant audience.
- Pro-actively assist researchers in co-ordinating and developing external and internal research project submissions.
- Manage the engagement process with Partner Institutions, Partner Centres and/or industry partners as required.
- Working with the relevant Finance and Project Officers and Research Accountant in the team, ensure the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports for each project and programme and reporting to the industry sponsor, as requested.
- Liaise with other Research Integration Coordinators and Project Officers within the Operations team to support the ongoing development and training of Centre personnel and pro-actively provide information on development opportunities for both research and academic staff within the Centre.
- Troubleshooting on issues as they arise within projects with other Operations team members, as appropriate.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.

The successful candidate will also be expected to:

- Maintain awareness of activities across Insight@DCU and enhance organizational efficiency through dissemination of ideas/technology/expertise across programmes.
- Provide assistance to Insight's Research Accountant with budgetary reporting/analysis
- Provide assistance with writing of reports and grant applications, where appropriate
- Monitor research funding opportunities at national and international level and provide co-ordination and support for grant proposal writing activities
- Manage engagement with industry sponsors and partner institutions and other partner Research Centres.

Minimum Internal Service Criteria
Please note that internal service criteria will apply

Qualifications and Experience:

Essential:
- Candidates shall have a primary degree in Computing, Engineering or Life Sciences
- Minimum of 3 years' relevant experience in a similar role
- The successful candidate must have a track record in project management and collaborative academic/industry research

Desirable:
- A PhD in a relevant discipline will be a distinct advantage
- Experience working in both industry and academic environments would be a distinct advantage

As a summary, the candidate must have:

- Excellent project management skills with a demonstrated track record in successful project delivery from inception to release
- Strong focus on delivering results in line with academic objectives
- Experience in successfully leading and/or supporting teams
- Strong interest in basic research, applied research and externally funded research
- A pro-active self-starter with the ability to encourage and stimulate cross-group collaboration
- Exceptional communication skills, both written and oral
- Excellent people skills and an ability to build and nurture relationships
- Strong problem solving and analytical skills and an ability to learn quickly
- High level of proficiency in IT packages including MS Office, MS Project etc.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

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. The University's Athena SWAN Bronze 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