Applications are invited from suitably qualified candidates for the following position;

Research Integration Co-ordinator

Fraunhofer Project Centre for Embedded Bioanalytical Systems at Dublin City University

Fixed term Contract to 31st December 2021

Overview

DCU has a strong track record in attracting both Irish (Science Foundation Ireland and Enterprise Ireland) and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. Due to continued growth and diversification of Insight's research activities through Irish and International funding agencies, industry partners and European Union sources, we wish to recruit a 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 is an exciting technical position in a highly innovative, applied research centre at Dublin City University. In collaboration with the Fraunhofer Institute for Production Technology (IPT) in Germany, "FPC@DCU" engineers next-generation life-science technologies for the benefit of people and societies. FPC@DCU operates at the challenging crossroads of microsystems engineering and the life sciences. Common fields of application are in-vitro ("Point-of-Care") diagnostics, pharma, life-science research, agrifood and environmental monitoring.

Role Profile

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

of industrial application spanning in-vitro ("Point-of-Care") diagnostics, pharmaceutical product and process development, life-science research, and agrifood/environmental process monitoring. The position is based at Dublin City University and the candidate will report to the Executive and Scientific Directors of the FPC@DCU.

Principal Duties and Responsibilities

Reporting to the centre director or a manager appointed by him on the duties and responsibilities attaching to the post include, but are not restricted to, the following:

- 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 and managing relationships with industry and funding agency partners.
- Liaise closely with FPC@DCU's Intellectual Property and Data Protection Manager, Business Development Manager and DCU's Technology Transfer Office in assessing research outputs for IP protections and commercial potential.
- Assist the FPC@DCU Operations Team in the planning and organisation of demonstrations of collaborative research outcomes at public events. Help research teams present their work in a manner suitable to the relevant audience.
- Pro-actively assist researchers in coordinating and developing external and internal research project submissions.
- Working with the relevant team members to assist in the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports for each project and programme.
- Liaise with other Research Integration Coordinators and Project Officers within the Operations team to ensure 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.

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

Please note staff must have successfully completed their probationary period

In addition, the successful candidate will ideally have:
- Research and development experience in a relevant discipline such as: Engineering, Science or a Health-related area.
- Excellent project leadership management skills with a demonstrated track record in successful project delivery from inception to release.
- Strong skills in relationship management and engagement with industry partners and funding agencies.
- 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 partnership.
- Exceptional communication skills, both written and oral.
- Excellent interpersonal skills and an ability to build and foster relationships.
- The ability to work independently in a team environment.
- 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.
- A background in one or more of the following research areas is preferable: microbiology, cell biology, assay development, diagnostics, lab-on-a-chip systems.
- A track-record in project management and ideally collaborative academic/industry research. Certification in project management (e.g., PMBOK, Prince), while not compulsory, would be a distinct advantage.

Mandatory Training

Post holders will be required to undertake the following mandatory training: Orientation, GDPR, and Compliance. Other training may need to be undertaken when required