Principle Duties and Responsibilities

Working within the Design and Innovation team and the Fintech Fusion Senior Executive Manager in the ADAPT centre and reporting to the Senior Project Manager, the Research Project Officer will work closely with our academic and research colleagues to deliver high-impact research driven innovation projects with our industry partners. The Research Project Officer will endeavour to strengthen relationships with Industry Partners and address their business challenges through the identification and application of ADAPT research expertise and through effective project management.

- Work closely with and assist industry partners, principal investigator(s), product owner, scrum master(s) and software developer(s) to understand customer requirements and priorities and ensure these are aligned with the research and software development teams’ activities.
- Manage a set of concurrent Targeted Projects primarily in the Fintech Fusion research programme as directed by Management.
- Working with the Design & Innovation Manager, Senior Project Manager and Targeted Project team, the Research Project Officer will:
  - Lead on and mobilise the agreed project methodology with team members and other stakeholders for each project.
  - Define and implement the project plan - this includes: project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements.
  - Drive the execution of the plan, monitor the performance of all aspects of the project,
  - Evaluate the performance of all aspects of the project, resolve issues or escalate as required.
- Ensure that all project outputs (including research objectives) are delivered to the established appropriate levels of quality, on time and within budget. Ensure project deliverables are delivered in accordance with the project plan and coherent with the overall project objectives.
- Provide project progression and status reports on all aspects of projects to all key stakeholders and project team members.
- Provide financial status reports of each project.
- Ensure intellectual property assets are managed appropriately – ensuring industry partner confidentiality as needed.
- Assist in driving the innovation pipeline from Platform Research to Targeted Projects while developing the relationship with the Platform Research Management Team.
- Assist the client management function of the ADAPT Centre to ensure industry satisfaction and identification of potential opportunities for future business.
This position is open to candidates who meet the following criteria:

- Candidates appointed to this post must have a degree, ideally in Computer Science, Computer Engineering. Other disciplines, where appropriate may be considered.
- The successful candidates must have a minimum of 3 years’ project management experience in a software development environment, or with industry focussed technology research projects ideally, experience in Fintech or Financial Services would be a distinct advantage.

Additional Experience:

- Experience managing multiple concurrent projects end to end while identifying and managing risk
- Experience of agile software development methodologies and PMBOK
- Comfortable scaling from short-term, small projects up to multi-disciplinary, 12 months+ projects
- Excellent written and oral proficiency in English (essential), excellent communication and interpersonal skills both written and verbal
- Should possess excellent computer skills with experience of project management and collaboration tools
- Competent in problem solving, supporting creativity, promoting innovative ideas and solutions.
- Experience in assisting and working within distributed teams
- Experience with assisting user trials and/or system performance evaluations
- Familiarity with the scientific evaluation and publication process
- Experience with designing and mobilizing the project management process
- Proven ability to prioritise workload and work to exacting deadlines
- Ability to negotiate access to resources in a matrix-type organisation
- Excellent organisational, communication and conflict resolution skills
- Strong customer facing skills
- Adaptive thinker with broad perspective.
- Professional accreditation(s) in software development or project management methodologies is an advantage.

Closing date: 10th January 2020

Salary scales: €48,215 - €58,098*
*Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with Government pay policy

Informal Enquiries in relation to this role should be directed to:
Paul Keegan, ADAPT Centre, School of Computing, Dublin City University.

Phone +353 700 6708 Email: paul.keegan@adaptcentre.ie lease do not send applications to this email address, instead apply as described below.

Application Procedure
Applications forms are available from the DCU Current Vacancies (open Competitions) website at https://www.dcu.ie/hr/vacancies/index.shtml and also from the Human Resources Department, Dublin City University, Dublin 9 Tel: +353 (0) 1 700 5149.

**Please clearly state the role that you are applying for in your application and email subject line:** Job Ref #1022AB12- Research Project Officer, Fin Tech Fusion ADAPT

Applications should be submitted by email to hr.applications@dcu.ie or by Fax +353 (0) 1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9, Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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