



Research Centre: Fraunhofer Project Centre for Embedded Bioanalytical Systems
at Dublin City University – a joint initiative of Science Foundation Ireland and  **Fraunhofer**

Post title: Centre Administrator of FPC@DCU

Post duration: Fixed Term until 31/12/2019

DCU, Ireland's University of Enterprise, has a strong track record in attracting both Irish and European Union research funding under Horizon 2020 (and previous Framework Programmes), Marie Curie Actions and Erasmus. We offer a dynamic and internationally-focused environment in which you can make an impact and advance your career.

The Fraunhofer Project Centre for Embedded Bioanalytical Systems at Dublin City University (FPC@DCU) was launched in 2017 as a joint initiative by Science Foundation Ireland (SFI) and Fraunhofer-Gesellschaft. In collaboration with the Fraunhofer Institute for Production Technology (FhG-IPT) in Aachen (Germany), FPC@DCU develops customised, microfluidics-enabled "fit-for-industry" solutions for decentralised bioanalytical testing and handling of biosamples for the benefit of economy and society. FPC@DCU's translational research towards high technology-readiness-levels (TRLs) enables a broad spectrum of commercially relevant applications, ranging from in-vitro ("Point-of-Care") diagnostics, (bio-)pharma, tools for life-science research and agrifood as well as monitoring of industrial processes, infrastructures and the environment.

Job Description:

Reporting into the Director of FPC@DCU, the Centre Administrator will perform, coordinate and lead a broad range administrative tasks in FPC@DCU, amongst them:

- Centre-internal and formal reporting to committees, funding agencies, partners and clients
 - Financials including projections of income and expenditure
 - Technical progress on external and internal projects
- Administration and interactions with relevant stakeholders of the academic host on
 - Staff / HR including recruitment and retention plans
 - Infrastructure & facilities including equipment, ITC, buildings, lab and office space

- Support on preparation of RTD proposals / contracts and project reporting
- Management of intellectual property and knowledge base
- Management of compliance, e.g. with contracts, health & safety, branding and GDPR
- Interacting with FPC@DCU's German partner Fraunhofer IPT and Fraunhofer headquarters in Munich as well as the academic host DCU, Science Foundation Ireland and other national and international funding agencies.

The position may involve domestic and international travel.

Experience and Skills Required:

The successful candidate will

- Have a minimum of 3-years professional experience in relevant administrative leadership,
- Be able to pro-actively work with the Director on the alignment of FPC@DCU with the operational measures required to establish Fraunhofer's 1/3s model within FPC@DCU's applied research mission largely based on contract and co-funded research with industry.
- Ideally hold a M.Sc. or Ph.D. in a topic relevant to FPC@DCU's RTD fields in context of science and engineering with applications in the Life Sciences

We offer

A senior administrative position in the very dynamically emerging FPC@DCU – Ireland's first Fraunhofer Project Centre. In this role you will have access to competent technical, infrastructural and administrative support and the opportunity to evolve a multi-faceted skillset in an environment where you closely collaborate with internationally leading companies and research organisations. An attractive remuneration package will be offered to the selected candidate.

Salary: *€51,992 - €73,828 per annum (Admin I)

***Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.**

Closing Date: 06/02/2019

All enquiries and applications to be submitted directly to: Prof. Jens Ducreé (jens.ducree@dcu.ie)

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/vacancies/current.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 1111 "Centre Administrator of FPC@DCU".

Dublin City University is an equal opportunities employer.