Research Centre: I-Form, Advanced Manufacturing Research Centre
Post title: Centre for Doctoral Training (CDT) Manager
Post duration: 4 Years

Background

Dublin City University (DCU) is one of the largest universities in Ireland. Its student population is approximately 13,000, including 500 research postgraduates and over 1,800 taught postgraduate students, plus around 3,000 distance education students. DCU is a research-led university which has developed its own research specialists, established internationally recognized centres of excellence that have substantive collaborative links with leading universities and industrial partners.

DCU has a strong track record in attracting both Irish and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. We offer a dynamic and internationally-focused environment in which to advance your academic career.

Context

The I-Form Advanced Manufacturing Research Centre was established by Science Foundation Ireland earlier this year with a mission to shape the future of manufacturing through high-impact research into the application of digital technologies to materials processing. The Centre is applying developments in digital technologies to materials processing in order to improve understanding, modelling and control of the manufacturing process, thus increasing the competitiveness of Irish industry. I-Form brings together expertise in materials science, engineering, data analytics and cognitive computing. One of our key materials processing demonstrators is the area of Additive Manufacturing or 3D printing which has the potential to disrupt traditional manufacturing and create new and individualised products in areas such as medical devices, aerospace and pharmaceuticals. I-Form has recently received additional funding to partner with the Universities of Sheffield and Manchester in the UK to establish a Centre for Doctoral Training in the area of ‘Advanced Metallic Systems: Metallurgical Challenges for the Digital Manufacturing Environment’.

This innovative training network is supported by Science Foundation Ireland (SFI) in Ireland and the Engineering and Physical Sciences Research Council (EPSRC) in the UK and will support the training of 95 doctoral students over the course of 5 years (approximately 14 per year in the UK and 5 per year in Ireland). The Centre for Doctoral Training (CDT) provides cohort based training to PhD students across the four sites (Universities of Sheffield and Manchester in the UK and Dublin City University and University College Dublin in Ireland) combining the digital and metallics expertise of I-Form and Sheffield/Manchester. PhDs in this CDT will graduate with the science knowledge, engineering creativity and professional skills to lead innovation in metallurgy and metals manufacturing in the future high added value digital manufacturing environment.

Principal Responsibilities
We are now recruiting for a CDT Manager to oversee the management of the programme in DCU – UCD. The I-Form CDT Manager will work in close collaboration with his/her counterpart in the University of Sheffield.

The I-Form CDT Manager will oversee the day to day running of the programme (in Ireland) including financial management, progression monitoring, administrative support, communications and cross-institutional coordination. The CDT manager will also have a role in facilitating collaboration with the industry partners. The role will manage all aspects of the student experience from recruitment and admissions, induction, skills training and registration, monitoring and progression and examination. This position will require close liaison with relevant central units (i.e. Graduate Studies / Research Offices / Faculties /Schools / Colleges/ Departments) within both DCU and UCD as the PhD host academic institutions in Ireland as well as with the CDT Manager in University of Sheffield.

The preferred candidate will be based in Dublin City University reporting to the I-Form CDT Director Professor Dermot Brabazon. A degree of travel can be expected in this role with time to be spent in both the Dublin Universities as well as travel to the UK.

The role will include the following duties;

- Maintain a detailed overview of the work of the Advanced Metallic Systems CDT by fostering close and supportive working relationships with academic and administrative staff
- Manage the operating procedures of the CDT and its relationship with key stakeholders (e.g. Schools, Departments) and relevant central support units (e.g. Graduate studies)
- Develop and implement (in consultation with other CDT management members) a process for recruitment of PhDs to the programme including approval of projects, advertising and promotion of the programme, recruitment and hiring of the researchers
- Manage the documentation and on-going maintenance of internal policies and procedures as they relate to recruitment, progression, assessment and graduation of students as well as to the development of training material
- Act as key administrative contact, working together with I-Form CDT academic leadership in the development, timetabling and delivery of aspects of the training programme including technical modules, projects, cohort team building activities, industry internships etc.
- Manage the organisation of key network training events, workshops, conferences, summer schools, site visits and social events, bringing staff together for discussion and debate
- Ensure that all expenditure is in line with project budgets and SFI grant policies; and that any
- Manage procurement in the CDT ensuring it is in line with public procurement policy
- Provide general administrative support which includes but is not limited to travel planning, cohort meetings, office management etc.
- Build relationships with key stakeholders internally within the CDT including with university central support units, with academic leadership, within the I-Form support team, and with colleagues in the University College Dublin, Dublin City University, Universities of Sheffield and Manchester
- Work with CDT management and I-Form grants and business development manager to identify possible other avenues of funding for increasing the PhD numbers in the Centre and build the sustainability of the programme
- Support the development and implementation of the best practice for the student experience, training and cohort/network building
- Develop and implement best practice procedures and processes that allow for the timely and accurate reporting (both internally and to external stakeholders) against plan of all aspects of the research and training programme
- Preparation of operational summary reports as needed for SFI, EPSRC and within I-Form
• Lead and coordinate the development and subsequent implementation of the I-Form CDT’s communication, marketing and publicity objectives to ensure that the work and strengths of the CDT are promoted consistently both internally and externally
• In line with the above, manage the development of and content for the I-Form CDT section of the I-Form website. This also includes relevant content for I-Form’s social media channels

Selection Criteria

MANDATORY
• At least five years’ experience in a research management/administration environment;
• Knowledge of University systems and structures;
• Demonstrated project management, organisation and time management skills with the ability to assess and organise resources and plan and progress work activities;
• An ability to work effectively with staff and management across all levels both internally and externally;
• Strong communication and interpersonal skills, including the ability to build consensus and constructively influence situations and partners;
• Experience of stakeholder engagement and an ability to develop and maintain a network of contacts in own work area;
• Ability to coordinate activities for multiple stakeholders across an international training network;
• Demonstrated ability to work autonomously and as a team member;
• Ability to identify, analyse and develop creative solutions to problems and challenges with an appreciated for the longer term implications;
• Demonstrated experience in event organisation;
• Numeracy, accuracy and attention to detail;
• Proven ability to prepare high quality reports, presentations and other documentation;
• Discretion in handling confidential information;
• Flexible, cooperative and a proactive approach to achieving work goals

DESIRABLE
• Hold a PhD or be familiar with doctoral level training and programmes;
• Familiarisation with the research funding environment at both national and international level and experience of administrative support/project management in an academic environment;
• Familiarisation with international research training networks;
• A background in materials/manufacturing engineering;

Salary: €48,468 to €60,803 per annum

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

Closing Date: 27th February 2019

Informal enquiries to: Professor Dermot Brabazon, School of Mechanical & Manufacturing Engineering E-mail: Dermot.brabazon@dcu.ie Phone: +353 (0)1 700 8213

Please do not send applications to this email address, instead apply as described below.

Application Procedure
Application forms are available from the DCU Current Vacancies (open Competitions) website at http://www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel:+353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: #1131 CDT Manager, School of Mechanical & Manufacturing Engineering