



**Dublin City University
Project Officer
(Admin Assistant Grade IV)
Fixed term contract to April 2022**

Overview

The DCU Institute for Future Media and Journalism (FuJo) is an interdisciplinary initiative that aims to advance the social and democratic values of journalism in the digital age. With the global news industry in a state of flux, FuJo's mission is to be at the global forefront of research and innovation that addresses the unfolding synergy between journalism and digital and data technologies. FuJo is coordinating the Marie Curie ETN 'JOLT: Harnessing Digital and Data Technologies for Journalism'. And PROVENANCE a H2020 project on tracking disinformation online.

Role & Function

FuJo at Dublin City University now wish to recruit a Project Officer on a fixed-term full-time contract basis with primary responsibility for providing a highly professional, proactive and comprehensive research support function for its Research Projects including H2020.

This position is based at Dublin City University. The post holder will work closely with Funded Investigators at FuJo. The post-holder will report to Centre Directors of FuJo. The post-holder will be expected to collaborate closely with other members of the team.

As this role is funded by the European Commission and the ETN and other partners span Europe, some travel will be expected to partner meetings and Summer Schools etc approx. 4-6 times per year. The candidate must have a passport and be eligible to travel within the EU member states.

Duties and Responsibilities:

The successful candidate will provide post award administration, project management and co-ordination support.

The Project Officer will undertake duties and responsibilities that will include, but are not restricted to, the following activities:

- Act as project and administrative coordinator for the JOLT ETN and PROVENANCE and others as may be required. Compile metric information for Principal Investigators, the European Commission, SFI and other sources, as requested.
- Provide full administrative support for projects including organising project events, including consortium meetings; maintaining agendas and minutes at meetings where appropriate. Managing the tracking of timesheets, coordinating annual financial and technical reports in collaboration with the project partners and ETN Coordinator, monitoring payment of suppliers, purchased materials, purchase reports and planning travel.
- Coordinate and implement project events such as workshops, conferences, training events and Summer Schools. Coordinate all project/programme meetings (at all levels from full team to individual researchers).
- Working with the project partners and Coordinator, coordinate and submit project deliverables

and annual reports to relevant funding agencies, the European Commission or any other requesting parties.

- Responsibility for managing the tracking/reporting of project/programme metrics, including budgeting, financial progress reporting and highlighting potential issues (i.e., overspends) and deviations from budget.
- Preparation of governance/annual/quarterly and monthly metrics reports for the projects
- Compile and submit project financial reports in consultation with the relevant project partners, as required.
- Manage the project Purchasing Systems including accounts payable (invoicing, supplier queries and liaising with the Finance Dept. Set up suppliers on the system, assist vendors with payment/invoicing issues, and oversee bank transfers for payments.
- Oversee tendering associated with the project, in accordance with public sector procurement regulations.
- Liaise regularly on project related matters with the respective PI and maintain appropriate communications channels with the funding bodies and project partners.
- Contribute to the engagement process with Partner Institutions and/or industry partners as required.
- Contribute to a communications framework for the projects that would include website, social media platforms and dissemination materials, as appropriate.
- Contribute to new funding bids and applications.
- Coordinate and support the recruitment process where required for new researchers.
- Build relationships with and interact with key stakeholders across the Support Units within DCU to ensure accurate and timely reporting and progress of the projects against deliverables.
- Troubleshooting on issues as they arise with other Operations team members, as appropriate.
- Undertake any other duties that may be assigned by the FuJo Centre Directors or his/her nominee.

Experience and Qualifications

The post-holder must possess a primary degree or equivalent and at least three years relevant work experience. In addition, the successful applicant must have:

- A proven track record supporting both Exchequer and non-Exchequer funded research projects in a higher education environment.
- Project management training and/or experience in working with research funded projects is an essential requirement.
- Knowledge of University Administrative procedures is also an essential requirement for this position.
- Experience of working in Higher Education environments with experience of administering research projects in complex environments (e.g. multiple partners / stakeholders).
- Excellent organizational skills, with the ability to co-ordinate and progress the tasks associated with the post on own initiative and contribute to the on-going development, refinement and co-ordination of the project management process.
- Demonstrated experience of managing and prioritising a varied workload and must show flexibility and adaptability in their approach to tasks.
- The ability to work effectively as part of wider administrative and project teams.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service whilst interacting with senior academics from multiple countries and business owners.
- The ability to work effectively to deadlines and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.

Desirable:

A degree in Social Sciences, STEM or humanities discipline

A qualification in Event Management or Media & Communications

Experience with updating and maintaining social media platforms

Competencies required for this post are:

- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.
- **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing his/her workload.
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change

Closing date: 12th September 2018

Salary scales: €34,971 - €52,268

** 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*

Informal Enquiries: Informal queries should be addressed to

Name: Dr. Eileen Culloty

Email: eileen.culloty@dcu.ie

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

Application Procedure

To apply for this role, 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: #977 – Project Officer - Institute for Future Media and Journalism

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. 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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