ADAPT
Education & Public Engagement Manager
Administrator I (Grade VI)
Fixed Term Contract to December 2020

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

With €50m in new research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under EU H2020 and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

We now wish to recruit Education & Public Engagement Manager on a fixed term contract basis with primary responsibility for planning and leading the Education and Engagement activities of the Centre across primary, secondary, third and fourth levels as well as to the general public. The successful candidate will develop and drive the Centre’s strategy to engage with diverse audiences to create a scientifically informed public in line with SFI’s ‘Discover’ strategy and programmes.
Duties and Responsibilities

The Education & Public Engagement Manager is responsible for devising and driving the ADAPT Centre's strategy for Education and Public Engagement in conjunction with ADAPT's CEO/Director, Associate Directors and lead PI's. The post holder will review, analyse and respond to Education and Public Engagement opportunities, and apply expert knowledge of the ADAPT Centre research agenda and strategic awareness to identify funding opportunities to support Education and Engagement programmes. The post requires the ability to build and maintain relationships at all levels.

The post-holder will lead the ADAPT Centre Education and Public Engagement activities. He/she will:

- In collaboration with the ADAPT CEO/Director and Associate Directors provide leadership for the strategic development, implementation and continuous review of the Education and Engagement Programme of ADAPT.
- Implement the Centre's strategy for Education & Public Engagement. Identify those actions required to deliver each target and develop tools to monitor and evaluate the Centre’s performance.
- Ensure the achievement of the primary objective of the ADAPT Education and Engagement Programme in fostering an awareness and appreciation of the underlying scientific areas of the ADAPT research programme across primary and secondary schools, third and fourth level college as well as to the general public.
- Lead the Education and Engagement activities of all ADAPT members, co-ordinating across all academic and industry partners. Co-ordinate activities to ensure that the ADAPT Education & Engagement programmes are achieving maximum reach across all levels of society.
- Develop an effective communication strategy to ensure the team is aware of all the Education & Engagement opportunities available.
- In close collaboration with the ADAPT Centre CEO/Director and the Associate Directors, define Key Performance and Management Indicators (KPIs) related to Education & Engagement activities and ensure that these Education and Engagement KPIs are met or exceeded.
- Foster links with key personnel in Science Foundation Ireland and other Science Foundation Ireland Research Centres to appropriately leverage Science Foundation Ireland centred or multi-group Education and Engagement activities for maximum impact under the Science Foundation Ireland Discover programme.
- Provide leadership to the development and organisation of a program of graduate and post-graduate education in the scientific disciplines of the ADAPT research programme.
Develop, implement and continuously review a strategy to diversify funding for ADAPT Education & Engagement activities, targeting national, international and industry funding sources to support targeted ADAPT Education and Engagement programmes.

Develop, implement and continuously review a strategy for strong Industry involvement and collaboration in ADAPT Public Engagement activities.

Maximise the linkage of ADAPT researchers and Education & Engagement activities to National level programmes, particularly under the ‘SFI Discover’ initiatives.

Work in conjunction with the Associate Director of Commercialisation and Design & Innovation Manager to identify opportunities for internal and external engagement with particular focus on the dissemination of research results to a wider public audience.

Line Management and supervisory responsibility for a Research Outreach Officer.

Oversee budgets for Education and Public Engagement programmes.

Perform executive reporting on the status, progress and success of all Education & Public Engagement programmes and ensure all Key Performance Indicators are captured and reported externally.

Qualifications

Candidates appointed to this post must have a primary degree and should have a postgraduate qualification or equivalent industry experience in a technology or technology-related discipline. The successful candidates must have a minimum of 5 years’ experience in education or in a public relations or communications role.

The post-holder must have significant leadership experience. S/he should be capable of managing and prioritising a varied and substantial workload. The post-holder must be flexible and possess an ability to work effectively as part of a wider team while also taking clear responsibility for the functions assigned to the role. The post-holder is expected to develop and maintain strong working relationships between and among the various ADAPT Centre research teams and operations group.

Experience

- Knowledge of the digital content area is essential, particularly knowledge of one or more of the ADAPT Centre Research areas:
  - Content curation (e.g. NLP, Language Technologies)
  - Multilingual Search
  - Machine Translation & Localisation
  - Personalisation
  - Delivery and Interaction
  - Interoperability and Technology Integration
• Focused strategic vision for the Education & Engagement activities of the centre. Must be able to work with the Centre CEO/Director and Associate Directors in building a long-term vision for Education & Engagement in ADAPT.
• Ability to translate the Engagement vision into a set of instruments, and to implement, evaluate and review the resulting programmes.
• Strong leadership style and the ability to influence individuals at all levels.
• Experience of producing executive reporting for stakeholders across all levels.
• Excellent written and oral proficiency in English (essential), excellent communication and interpersonal skills both written and verbal.
• Ability to decide on the appropriate action, issue directives and monitor subsequent performance. Use dynamic and measured judgment where appropriate.
• Strong customer facing skills and negotiation skills required with a solid track record for developing internal and external relationships across all levels.
• Flexible and adaptable in responding to stakeholder needs.
• Ability to problem solve, to brainstorm and to generate innovative ideas and solutions.
• Ability to negotiate access to resources in a matrix-type organisation.
• Excellent organisational, communication and conflict resolution skills together with the ability to prioritize tasks and meet deadlines. Ability to develop creative solutions to multi-faceted problems.
• A willingness to innovate and implement change
• Excellent knowledge of MS Office, including MS Word, Excel, PowerPoint and Outlook. Ability to continuously upgrade IT competence is a requisite.
• Customer Focus: customer service skills are essential. Demonstrate emotional intelligence and communicate with a high level of initiative, tact, diplomacy and confidentiality
• Flexibility: Can operate flexibly within a busy work environment.
• Team Worker: Ability to operate effectively as part of a team – tolerant, cordial and willing to help others, shares work and information; establishes rapport with others can influence and develop effective networks;

Closing date: 6th July, 2015

Salary scale: Administrator I: €49,967 - €68,393
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: Job Ref 113: Education and Public Engagement Manager

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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