ADAPT

Financial & Administrative Officer (Grade IV)

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. As part of the ADAPT Centre’s remit, it will also be responsible for the CNGL research programme as ADAPT is an evolution of the CNGL Centre.

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 a Financial and Administrative Officer on a fixed-term full-time contract basis with primary responsibility for providing administrative support across the Centre’s functions for finance, personnel and reporting. The post-holder will be required to provide professional and comprehensive management and administration of DCU’s financial (budget, spending and financial reporting), human resources (recruiting, hiring, training, review) and reporting (quarterly and annual reporting) functions across all research programmes at the ADAPT Centre from all funding sources.

This position is based at Dublin City University and the post holder will report to the ADAPT Associate Director (Operations). The position forms part of a broader Operations team within ADAPT and the post-holder will be expected to collaborate closely with other members of the team.
**Duties and Responsibilities:**

The duties and responsibilities of the position include:

**Financial**

- Provide financial management and reporting of all ADAPT Centre research at DCU across all funding streams. Provide financial reports to the Associate Director (Operations), the Centre Director, and the Centre’s Chief Financial Administrator for oversight and management committees and external stakeholders, including funding bodies.
- Liaise closely with the research management team, with individual Principal Investigators, and DCU Finance Office to ensure appropriate allocation of research budgets, accurate and correct spend, and compliant and timely reporting. Work to anticipate and resolve any financial or operational issues arising.
- Liaise with research leaders and provide ongoing financial planning within active projects. Engage with DCU Finance Office and funding agencies to facilitate reallocation in project budgets where required.
- Assist Centre staff with budgeting projections in the preparation of new research funding proposals.
- Oversee and support the procurement function for the ADAPT Centre at DCU, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.
- Build relationships with and interact with individuals across DCU Finance Office and RIS and ensure that all ADAPT Centre financial management at DCU is in line with DCU Finance Office regulations and requirements.

**General Administration**

- Provide support in the centre reporting function, including periodic reports to the relevant Centre management committees, quarterly reporting to the external Governance Board and in preparation of the Centre’s Annual Reports to Science Foundation Ireland.
- Provide administrative support as required in preparation for and running of regular Centre activities, including periodic committee meetings, bi-annual Scientific plenary sessions, review meetings and other similar events.
- Provide support to the Centre Administrator, Associate Director (Operations) and Centre Director in the general administration of Centre activities.

**Human Resources Administration**

- In conjunction with ADAPT Centre Project Managers, establish and maintain processes for personnel administration across projects within the Centre and report
on the allocation of time and resources across projects and funding sources.

- Maintain staff lists and contact information of ADAPT Centre staff at DCU and provide information for staffing profiles on Centre web site.
- Provide recruitment support and co-ordination across all ADAPT Centre research streams and projects at DCU. Assist with job specifications preparation and administrative support throughout the hiring process.
- Liaise with the ADAPT Centre Education & Public Outreach team to support the ongoing development and training of Centre personnel and pro-actively provide information on development opportunities for both research and operational staff. Provide administrative support to applicants where appropriate for development programmes.

Qualifications and Experience:
The post-holder must possess a primary degree or equivalent and a minimum of three years relevant work experience. Particular experience with the Agresso financial management software system would be a distinct advantage. An excellent knowledge of Funding Agency regulations and Financial procedures is required for this position. The post-holder will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the Centre’s management processes. The post-holder must possess the ability to work effectively as part of a wider team. She/he must also have excellent communication and interpersonal skills and be committed to delivery of a superior service.

Competencies required for this post are:

- **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 their 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.
- **Teamworking:** 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.
- **Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.

**Closing date:** Tuesday 28th April, 2015
**Salary scales:** €33,625 - €50,750
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.

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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