



ADAPT
Project Coordinator (Grade V)
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 ADAPT research programme as ADAPT is an evolution of the ADAPT 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 Project Coordinator on a fixed term contract basis to facilitate the management of Targeted Industry led research projects. Working at the boundary of research and industry, the ADAPT Centre targeted research programme is an industry-focused programme where teams of researchers and software developers collaborate with industry partners to work on solutions to industry needs. The Project Coordinator will ensure the successful delivery of multiple, concurrent Targeted Projects to schedule, cost, quality and to funding partners' expectations. Successful Industry participation is key to the ability of the centre to deliver economic and commercial impact, and to its future sustainability.

Principle Duties and Responsibilities

Reporting to the Senior Project Manager, the Project Coordinator will endeavour to nurture and strengthen relationships with Industry Partners and address their business challenges through the identification and application of ADAPT research expertise and through effective project management.

- Work closely with the customer and /or Product Owner and Software Developer(s) to understand customer requirements and priorities and ensure these are aligned with the research and software development teams' activities.
- In collaboration with the Design & Innovation Manager, Senior Project Manager and Targeted Project team, the Project Coordinator will:
 - Lead on and mobilise the agreed project methodology with team members and other stakeholders.
 - Implement the project plan - this includes: project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements.
- Evaluate the performance of all aspects of the project, resolve issues or escalate as required
- Manage a set of Targeted Projects as directed by Management.
- Ensure that all project outputs (including research objectives) are delivered to the agreed appropriate levels of quality, on time and within budget. Ensure project deliverables are delivered in accordance with the project plan and coherent with the overall project objectives.
- Provide project progression and status reports on all aspects of projects to all key stakeholders and project team members.
- Provide financial status reports of each project.
- Ensure intellectual property assets are managed appropriately – ensuring industry partner confidentiality as needed.
- Assist in driving the innovation pipeline from Platform Research to Targeted Projects while developing and nurturing the relationship with the Platform Research Management Team

Qualifications

Candidates appointed to this post must have a degree in Computer Science, Computer Engineering or a related discipline. The successful candidates must have a minimum of 3 years project management experience in a software development environment, or with industry focussed research projects.

Knowledge and Experience

- Experience of traditional and agile software development methodologies.
- Experience in supporting distributed teams.
- Excellent written and oral proficiency in English (essential), excellent communication and interpersonal skills both written and verbal.
- Should possess excellent computer skills with experience of project management and collaboration tools.
- Experience with supporting user trials and/or system performance evaluations.
- Familiarity with the scientific evaluation and publication process.
- Experience with designing and mobilizing the project management process.
- Experience of implementing the entire project lifecycle.
- Professional accreditation(s) in software development or project management methodologies is an advantage.
- Strong customer facing skills
- 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.
- Proven ability to prioritise workload and work to exacting deadlines

Closing date: 23rd July, 2015

Salary scales: €45,452 - €54,974

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 131 Project Coordinator

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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