



ADAPT
Senior Project 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. 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 Senior Project Manager 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 Senior Project Manager 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

The Senior Project Manager 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
- Nurture a close relationship with ADAPT Industry Partners.
- Define the process of how projects are designed and implemented.
- Identify new technologies to be used within Targeted Projects.
- In collaboration with the Design & Innovation Manager and Targeted Project team, the Senior Project Manager will:
 - Lead on and mobilise the agreed project methodology with team members and other stakeholders.
 - Define the project plan - this includes: project scope definition, work breakdown, resource planning, schedule development, budgeting and reporting requirements.
- Drive the execution of the plan, monitor performance of all aspects of the project, resolve issues or escalate as required.
- Ensure that all project deliverables (including research objectives) are to the appropriate levels of quality, on time and within budget, in accordance with the project plan and coherent with the overall project objectives.
- Co-ordinate and communicate with the project team and all of the stakeholders on all aspects of project progression and status
- Monitor and report on resource usage and provide supporting evidence for accounts payable processes.
- Ensure intellectual property assets are managed appropriately – ensuring industry partner confidentiality as needed.
- Help drive the innovation pipeline from Platform Research to Targeted Projects while developing and nurturing the relationship with the Platform Research Management Team.
- Oversee budgets for Targeted Projects.
- Perform executive reporting on the status of Targeted Projects.
- Directly supervise three Project Coordinators.
- Encourage and promote career and skills development within the Targeted Projects Project Management team

The Senior Project Manager will be part of a distributed team delivering on Targeted Projects and will be expected to spend at least 1-2 days per week at Trinity College Dublin with regular visits to other ADAPT Centre partner sites.

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 5 years project management experience in a software development environment, or with industry focussed research projects. The successful candidate will have been the lead project manager on at least 3-4 projects.

Knowledge & Experience

- Experience of traditional and agile software development methodologies.
- Experience in leading/supporting distributed teams. Experience with people management with regard to encouraging career progression and skills development.
- Demonstrated financial reporting and budgeting experience across a portfolio of concurrent projects.
- Familiarity with the scientific evaluation and publication process.
- Experience with designing and mobilising the project management process.
- Experience of having delivered projects for clients through all the lifecycle stages, from design concept stage through to project delivery.
- Professional accreditation(s) in software development or project management methodologies is an advantage.
- 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.
- Should possess excellent computer skills with experience of project management and collaboration tools.
- Organisational Ability; Excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritize tasks and meet deadlines, be capable of working on own initiative and work under time constraints.
- Flexible and adaptable in responding to stakeholder needs.
- Strong customer facing skills and negotiation skills required with a solid track record for developing internal and external relationships across all levels. Ability to negotiate access to resources in a matrix-type organisation.
- Excellent communication and conflict resolution skills. Ability to problem solve, to brainstorm and to generate innovative ideas and solutions.

Closing date: 27th July, 2015

Salary scales: €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 130: Senior Project 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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