



**Insight Centre for Data Analytics
Administrative and Engagement Officer (Grade IV)
Fixed term contract up to July 2017**

Background

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is a joint initiative between researchers at University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions. It brings together a critical mass of more than 350 researchers from Ireland's leading ICT centers to develop a new generation of data analytics technologies in a number of key application areas.

The €88m Centre is funded by Science Foundation Ireland and a wide range of industry partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 30 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy. Current project funding is to July 2019.

Role & Function

We now wish to recruit an Administrative and Engagement Officer on a fixed-term full-time contract basis with primary responsibility for providing administrative support across the Centre's functions for administration and engagement. The post-holder will be required to provide professional and comprehensive coordination and administration of DCU's Insight office (reception, operations, student and staff requirements) and engagement (events, internal and external communications, and community presence) functions across all research programmes at the Insight Centre from all funding sources.

This position is based at Dublin City University. The post holder will work closely with Insight's Financial Support Officer as well as Education & Public Engagement and Communications Managers. The post-holder will report to the Centre Manager and the Centre Director at DCU. The position forms part of a broader Operations team within Insight 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:

General Administration

Day-to-day running of all aspects of the administrative operations, including acting as the administrative point of contact:

- Meet and greet visitors to Insight from reception.
- Manage Insight office at DCU, providing support to the 80+ Centre staff, Centre Manager and Centre Director in the general administration of Centre activities, maintaining appropriate records and files.
- Provide administrative support to PIs and FIs on the submission of research proposals
- Instigate and assist with lab clean ups, submission of fire safety forms and logging calls with estates for building problems e.g. lights, heating, water leaks, etc.
- Monitor and order access cards, stationery, print cartridges, lab notebooks, etc.
- Raise purchase orders. Collect and distribute incoming and outgoing mail and deliveries, resolving any issues with orders, e.g. delivery dates, delays, etc. and submitting all delivery dockets.
- Book meeting rooms and respond to meeting room requests, including catering.
- Attend Operations and Centre staff meetings, taking minutes.
- Liaise with HR, Finance, RIS, Registry and other University units on relevant matters.
- Bring to the attention of the Centre Manager and Centre Director issues which affect the operational efficiency of the Centre.

Organise travel arrangements for Centre:

- Prepare expenses and assist staff with travel bookings, including arrangements for visitors and external stakeholders (international collaborators, external scientific advisors, industry partners, etc.)
- Prepare and match paperwork and raise expense reports for DCU Insight credit card.
- Approve purchase orders for travel and ensure travel reports and back up documents are presented so booking can be made promptly.

Provide support to Insight's Postgraduate Research Students regarding their formal reporting and liaising with Registry and the relevant requirements for Centre staff:

- Work with Faculty office on University registrations.
- Prepare letters and forms, such as visa letters, GNIB letters, landlords letters, etc.
- Prepare for new hires, desk space equipment, etc., providing new hire with new hire form for completion and updating on to distribution lists, spreadsheets, etc., and logging calls for email account, Agresso set up and club travel profile.
- Ensure leavers complete leaver form and desk and equipment is returned.

Engagement

- Working closely with the Education & Public Engagement Manager, contribute to applications for outreach funding and the production of relevant impact reports for management committees and external stakeholders, including funding bodies.
- Provide administrative support as required in preparation for and running of certain Centre activities including periodic committee meetings, bi-annual Scientific plenary sessions, review meetings and other similar events.

- Organise site visits for research bodies and funding agencies, and assist in the preparation of associated literature and paperwork where necessary.
- Facilitate Insight conferences, workshops, internal seminars, meetings and events.
- Arrange Centre staff activities, including training, team building and Christmas party.
- As directed by Insight's Education & Public Engagement, Communications and Business Development Managers, coordinate events that promote research, create collaboration, and achieve Centre's strategy to deliver economic and societal impact to Ireland.

Communications

- Provide communications support for Centre Staff, including writing content for press releases, project websites, and marketing materials, liaising with Insight Communications Managers and DCU's Communications teams.
- Field media enquiries for Insight DCU public engagement, connecting journalists, panel requests, etc. with appropriate representatives when requiring scientific or technical expertise or Centre positions on specific topics.

Qualifications and Experience:

The post-holder must possess a primary degree or equivalent and a minimum of three years relevant work experience. In addition, the successful candidate will have:

- Knowledge of Research Centre and University Administrative procedures is an essential requirement for this position.
- The post-holder will be well organised, be able 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 Centre's administrative processes.
- The ability to work effectively as part of a wider team.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service.
- Ability to work in a busy environment that may present frequent disruptions to meet the needs and requests of Centre staff.
- Demonstrated experience with event planning is essential.
- Knowledge of publication design and assembly, communications, public relations, marketing or journalism is also required.

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.
- **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

Closing date: Wednesday 24th June, 2015

Salary scales: €33,625 - €50,750*

**Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Grade IV salary scale, in line with current Government pay policy.*

Informal Enquiries: Informal queries should be addressed to:

Dr. Joanne Dolan, Insight Centre Manager & Prof. Alan Smeaton, Insight Centre Director

Email: joanne.dolan@dcu.ie / alan.smeaton@dcu.ie

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 #96: Insight Administrative & Engagement Officer

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. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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