



**Insight Centre for Data Analytics  
Projects Co-ordinator (Grade V)  
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 a Projects Co-ordinator on a fixed-term full-time contract basis with primary responsibility for providing a highly professional, proactive and comprehensive research support function for the Insight Centre Staff. The post-holder will coordinate Insight DCU's project requirements 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 Research Integration Co-ordinator and EU Grants Co-ordinator. 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:

Provide professional and specialist advice to academic and research staff on all aspects of pre- and post-award activity.

**Pre-award**

- Implement best practice in managing the application and award tracking process for external and internally funded research programmes.
- Maintain an in-depth specialist knowledge of the National and European research funding environment.
- Carry out studies of research activity and capability in key areas so as to support the university and Insight research strategy.
- Liaise with Research Integration Co-ordinator and EU Grants Co-ordinator to ensure up-to-date knowledge of all research funding calls relevant to Centre staff.
- As directed by Research Integration Co-ordinator and EU Grants Co-ordinator, create an effective process of dissemination of opportunities for research funding that would be suitable for Centre staff.
- Provide hands on assistance for the development of proposals for research to staff with different skill levels and experience in proposal writing. This may include support with impact statements, budgeting, training, strategic relevance, gender sections of the proposal, and liaise with relevant colleagues in Research Support, Hubs or platforms as required.
- Provide assistance with submission to external funding agencies on occasions when the use of external online submission systems may be challenging for the applicant.
- Assist applicants with applications to the European Union including the development of consortia and the establishment of meaningful collaborations.

**Post-award**

- Coordinate procedures for administering research projects including tracking milestones, deliverables and income and producing templates.
- Work closely with the RIS team in order to provide an integrated approach to supporting the Centre staff on projects.
- Determine the best way to assist projects to reach strategic targets for research.
- Assist Research Integration Co-ordinator and EU Grants Co-ordinator in the gathering of relevant research activity outputs.
- Facilitate large multi-site, multi-partner, multi-national project meetings, including scheduling and auditable minute taking.
- Gather technical information for reporting and submit to PIs and FIs.
- Determine if SOPs are being met, progress reports are being completed, and researchers are adhering to project plan, managing progress.
- Bring to the attention of the Insight Centre Manager or Director any project related issues which affect the Centre

Any other relevant task as requested by the Centre Manager or Centre Director.

## Qualifications and Experience:

The post-holder must possess a third level qualification, ideally Masters level, and a minimum of three years relevant work experience. In addition, the successful candidate will have:

- Experience with national and international funding programmes, knowledge of relevant academic structures and an appreciation of research funding and administration.
- Experience of research information systems, legal and ethical aspects of research contracts and awareness of the process of commercialisation of research outputs would be a distinct advantage.
- Experience in the area of research project management or coordination.
- Excellent communication skills with an ability to work with a variety of different stakeholders.
- Strong analytical, administrative and interpersonal skills with good judgement skills and an ability to influence and persuade at the highest level is essential.
- The ability to work effectively to deadlines; be able to deliver her/his part of an assignment individually, without assistance or re-delegating, and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.
- A Project Management qualification would be desirable, but not essential.
- Experience of working in Higher Education environments is essential with experience of managing or administering research projects in complex environments (e.g. multiple partners / stakeholder institutions).

**Closing date:** Wednesday 24<sup>th</sup> June, 2015  
**Salary scales:** €45,452 - €54,974\*

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

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**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](mailto:joanne.dolan@dcu.ie) / [alan.smeaton@dcu.ie](mailto:alan.smeaton@dcu.ie)

## Application Procedure

Application forms are available from <https://www4.dcu.ie/hr/vacancies/internal.shtml> and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #97: Insight Projects Coordinator**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax to ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.