The Science and Technology Enhancement Platform (STEP) at DCU is recruiting a Financial & Administrative Officer for the Research Administration Unit. The Financial & Administrative Officer will be responsible for providing a professional and comprehensive administrative and project management service to research projects. The role will support a range of activities associated with large research awards, including but not exclusively projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Financial & Administrative Officer will be managed by the STEP Research Administration Manager. The workload will be distributed across the projects in line with their operational and deadline needs and the needs of the unit.

Duties and Responsibilities:

The successful candidate will provide post award administration and project management support across several projects as determined by the Project Coordinators and STEP Research Administration Manager.

Duties and responsibilities of the position will include, but are not restricted to, the following:

- Act as project manager and administrative coordinator for several research projects as required
- Manage the tracking/reporting of project/programme metrics, including budgeting and financial progress reporting
- Develop a communications framework for projects that would include websites and dissemination materials
- Work with the Project Coordinators and Principal Investigators to ensure project deadlines are achieved
- Provide regular financial reports to the PI for management purposes and highlighting potential issues (i.e., overspends) and deviations from budget
- Coordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties
- Compile and submit project financial reports using the relevant on-line system if required
- Assist the Principal Investigator in the compilation of metric information for SFI, central DCU requests or any other requesting party as required
- Build relationships with and interact with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels
- Provide administrative support as required in preparation for and running of regular project activities, including the organisation of and attendance at regular research project meetings, seminars, workshops and other similar events
- Coordinate the recruitment process where required for new staff and students
- Support the projects as appropriate and as requested by the DCU-based Principal Investigators or Project Coordinators
• Oversee tendering associated with the project, in accordance with public sector procurement regulations
• Other tasks as determined by the STEP Research Administration Manager.

Qualifications and Experience:
The post-holder must possess a primary degree or equivalent and at least three years relevant work experience. Applicants for this post must have a proven track record in project management preferably in a higher education environment. A project management qualification, and experience in managing EU funded projects would be a distinct advantage. S/he 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 management processes. The post-holder must possess the ability to work effectively as part of wider project teams. She/he must also have excellent communication and interpersonal skills.

Competencies required for this post are:

• **Building & Maintaining Relationships:** Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take 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 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.

• **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: 7th May 2014

Salary scales: €37,361 - €50,750  
€33,625 - €45,675*  
*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience.

Note: Remuneration Policy for Permanent Staff
Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1st point of the higher scale OR (ii) a double increment calculated by reference to the staff member’s current point of scale and the previous/next point of scale x 2, depending on their point of scale.

Application forms are available from: [http://www4.dcu.ie/hr/vacancies/current.shtml](http://www4.dcu.ie/hr/vacancies/current.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

*Dublin City University is an equal opportunities employer*