



**Dublin City University**  
**Science and Technology Platform (STEP)**  
**Secretary (Grade III)**  
**(Full-time Fixed term contract of 6 months)**

**Background**

DCU launched its Strategy for Research and Innovation in June 2013. DCU sets out to be recognised internationally as a globally engaged research-intensive university of enterprise that is distinguished by its focus on translation of knowledge to societal and economic benefits. DCU aims to align its research activities to address selected 'grand challenges' of national and international importance. To do so, and based on its areas of academic excellence, DCU is organising its research and innovation structures and is setting up a new unit called Science and Technology Enhancement Platform Research Administration unit. The main objectives of this unit will be:

- To provide operational excellence in the post-award administration and management of research projects
- To provide support to the directors of DCU national centres in order to implement efficiencies of scale related to the administration of such centres.

In order to help achieve the ambitious objectives of the Research & Enterprise Hubs, the STEP Research Administration Unit wishes to recruit for the position of Secretary (Grade III). This position will provide secretarial and administrative support to the Unit.

**Duties and Responsibilities**

The duties & responsibilities of this role will include, but are not limited to the following:

- Responsible for the smooth operation of the Purchasing System in the Unit (Agresso) i.e. requisitions, delivery dockets, invoices, supplier queries and liaising with Accounts Payable for all related queries.
- Liaise with researchers regarding the status of purchase orders and ensuring timely resolution of all Unit purchasing related queries.
- Ensure adherence to both internal and external procurement regulations.
- Maintain an organized record of all purchasing documentation in a format suitable for external audit.
- Process expense claims for the Unit supported staff using DCU Core Expenses.
- Track income and expenditure and generating appropriate financial reports for Unit accounts on a monthly basis.
- Provide training and support for the purchasing function to unit supported staff as appropriate.
- Act as the first point of contact for the Unit for both academic and administrative staff within DCU and for relevant members of the academic and administrative staff in partner institutions and also for visitors to the unit.
- Act as first point of contact for both internal and external queries and ensuring timely resolution and liaise with HR, Finance, RIS, Registry and other University Units on relevant matters.
- Provide secretarial support to the Unit and to the Unit manager/Centre Directors as required.
- Support the efficient day-to-day running of all aspects of the operations of the Research Administration Unit.
- Organise Travel for visitors and external stakeholders as well as for Centre Directors and other staff as required.
- Produce Minutes, agendas and related documentation associated with Unit meetings or other meetings as required.
- Update both internal and external information systems for reporting and data metrics.
- Assist with the co-ordination of Unit supported conferences, workshops, internal seminars, meetings and events and assist staff with event preparations as required.
- Support the organization of site visits for research bodies and funding agencies and assist in the preparation of associated literature and paperwork where necessary.
- Work with unit team members to ensure smooth running of Unit.
- Participate in cross training for key work areas of Unit.
- Bring to the attention of the Operations Manager issues which affect the operational efficiency of the Unit.
- Undertake any other duties that may be assigned by the Operations manager or his/her nominee.

### **Qualifications and Experience**

Candidates should have at least five years' experience in an office environment. Ideally applicants should be very familiar with financial information systems and have a good understanding of the procurement and accounting process and in particular the accounts payable function. The successful candidate will have an extensive knowledge of the Microsoft Office Suite. Experience of providing administrative support to an academic research Centre or equivalent would be a distinct advantage.

### **Competencies required for this post are:**

#### **Team Working**

Works well with colleagues in a supportive manner to share tasks and information. Shows respect for the contribution of others. Demonstrates a "can do" attitude and is flexible in their approach.

#### **Personal Effectiveness/Excellence**

Continuously strives to achieve high standards in the completion of tasks and in his/her approach to working with people. Demonstrates a high level of enthusiasm.

#### **Well Organised**

Works in a structured and organised fashion and with a high degree of attention to detail.

#### **Communication**

Communicates in a clear manner and actively listens and engages to gain understanding. Previous experience in communicating effectively at various levels in an organization is desirable.

Salary Scale: **€31,704 - €40,718**

**€28,534 - €36,646\***

\*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience

Details of the pay that applies to internal candidates upon promotion can be viewed at <http://www/dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

**Closing Date:** 12<sup>th</sup> September 2014

### **Informal Enquiries in relation to this role should be directed to:**

Jennifer Egan, STEP Operations Manager, Tel: 01 700 6991 or email: [jennifer.egan@dcu.ie](mailto:jennifer.egan@dcu.ie)

**Application forms are available from:** <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](mailto:hr.applications@dcu.ie)

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 1 700 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

***Dublin City University is an equal opportunities employer***