



Science and Technology Enhancement Platform (STEP) Research Administration Unit

Administrative Officer for Research Projects (Grade IV)

Fixed Term contract up to 12 months

The Science and Technology Enhancement Platform (STEP) at DCU is recruiting an Administrative Officer for a full time post for the Research Administration Unit. The officer will be responsible for providing a professional and comprehensive administrative and project management service to specified research projects. The role will support a range of activities associated with large research awards, including but not exclusively, co-ordination of projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Administrative Officer will be managed by the STEP Research Administration Unit Manager and will work closely with the Principal Investigators leading the projects. 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 including project management and co-ordination support across several projects as determined by the STEP Research Administration Manager. The post-holder will have a proven track record of managing and prioritising a varied workload and must show flexibility and adaptability whilst discharging their duties.

The Administrative Officer will undertake duties and responsibilities that will include, but are not restricted to, the following activities:

- Act as administrative co-ordinator and primary point of contact for several research projects as required;
- Work with other Project Coordinators and Principal Investigators to ensure project deadlines are achieved;
- Coordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties;
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels;
- Co-ordinate engagement with Partner Institutions;
- Plan, organise and attend project meetings and teleconference calls;
- Coordinate and implement project events such as workshops and conferences;
- Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system if required;

- Responsibility for tracking/reporting of project/programme metrics, including budgeting and financial progress reporting;
- Contribute to the preparation of governance/annual/quarterly and metrics reports for each project and programme;
- Develop and maintain a communications framework for projects that would include websites and dissemination materials;
- Coordinate all programme meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept;
- Coordinate and support 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;
- Build relationships with and interact with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting;
- Oversee tendering associated with the project, in accordance with public sector procurement regulations;
- Provide regular financial reports to PI's and STEP Administration Manager for management purposes and highlighting potential issues (i.e., overspends) and deviations from budget with follow up to problem resolution:
- Provide administrative support as required in preparation for and running of regular project activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events;
- Assist the Principal Investigator in the compilation of metric information for SFI, central DCU requests or any other requesting party as required.
- Liaise closely with the PI's, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting. Work to anticipate and resolve any financial or operational issues arising.
- Provide comprehensive budget and financial planning support to PIs/Researchers supported by the STEP Administration Unit, in consultation with the Finance Office, Research Support Office and DCU Research and Enterprise Hubs.
- Provide appropriate advice and financial information and reporting to the STEP Operations Manager, Centre Directors and PIs in all areas of Financial Administration relating to Unit support research.
- Ensure full integration of new research awards into STEP administration Unit.

Other tasks as determined by the STEP Research Administration Manager;

The duration of this role will be 1 year, with potential to be extended subject to project requirements and funding availability.

Experience and Qualifications

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 over a number of years, preferably in a higher education environment. A project management qualification, and/or experience in post award EU funded project co-ordination is required. 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 process. The post-holder must possess the ability to work effectively as part of wider administrative and project teams. She/he must also have excellent organization, communication and interpersonal skills and be committed to delivery of a superior service.

The competencies required for this post are

1. 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 leadership and focused approach to developing contacts throughout DCU. Experience of working successfully in a team environment.

2. Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. Is effective in planning, organizing and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, have effective time management skills and the ability able to multi-task and prioritise in a busy deadline driven work environment.

3. Knowledge of the Organisation/Sector

The ability to understand the research sector and the structures, processes and relationships associated with it in an international, national and local context. Understand the pressure associated with the research activity and is therefore well placed to deal with it appropriately. Demonstrate a thorough understanding of all aspects of the research administration processes including the staffing and financial functions. Practical knowledge of successfully administering and co-ordinating post award research projects.

4. 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. Can communicate the project demands to relevant stakeholder in an engaging and convincing manner in order to manage the project effectively.

Salary: * €33,625 - €50,750 per annum

* *Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy*

Informal Enquiries: Informal queries should be directed to Jennifer Egan, STEP Operations Manager, Tel: 01 700 6991 or email: Jennifer.egan@dcu.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149.

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref#296: Administrative Officer for Research Projects (Grade IV), Science & Technology Platform (STEP)

Applications should be submitted by email to hr.applications@dcu.ie or by Fax to Ext. 5500 or by internal post to the Human Resources Department, Dublin City University, Dublin 9.

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