



<b>Research Centre</b>	ADAPT
<b>Post title</b>	Research Integration Coordinator
<b>Post duration</b>	Fixed Term Contract until December 31 <sup>st</sup> 2020

### **Background and Role**

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

With €50m in research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under EU H2020 and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

The ADAPT Centre is now seeking to appoint a Research Integration Coordinator to lead project management and administration activities across multiple platform research projects. The successful candidate will have significant scientific expertise as well as project management and communications skills and experience. The central role of the Research Integration Co-ordinator is to facilitate efficient management, and integration of ADAPT Platform research projects through the application of project management and communications strategies, in addition to their scientific expertise.

## **Principle Duties and Responsibilities**

- Assist ADAPT Principal Investigators and Funded Investigators in the delivery of specific programme objectives, deliverables and milestones within platform research projects.
- Maintain a current project plan for individual projects.
- Provide regular updates on research progress to the Principal Investigators, alerting them to emerging technical issues or timeline slippage in a timely fashion.
- Manage and direct team communication strategies and systems, both within and across projects and programmes.
- Provide coordination of all programme meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept.
- Assist in the organisation of plenary 'scientific meetings' across ADAPT research themes and support cross-theme collaborative research and communications.
- Regular project progress reporting to Centre Management and Directors providing a high level view of research progress against deliverables and milestones and flagging potential or emerging issues in advance
- Alert Pis/Fis and Centre Management team to resource allocation issues.
- Assist in managing the tracking/reporting of project/programme metrics.
- Contribute to the preparation of governance/annual/quarterly and metrics reports for each project and programme.
- Constantly maintain awareness of activities across ADAPT and apply own expertise and specific knowledge/experience to enhance organisational efficiency through dissemination of ideas/technology/expertise across programmes
- Act as a knowledge, information and communications conduit between and across platform research themes, operations team members and spokes/commercialisation team on research progress and developments.

## **Qualifications and Experience**

The ideal candidate will have a primary degree and, preferably a postgraduate degree (a PhD degree in an area related to Language Technology, and/or recognised project management credentials would be highly advantageous) with relevant experience, along with the following:

- Experience in project management and reporting of collaborative research projects including complete project life cycle pre and post award
- Experience working as a project manager for a partner/coordinator in large scale, inter disciplinary, multi partner collaborations
- Experience in project management in an RD&I environment
- In depth knowledge of national research priorities and strategies

- Excellent knowledge of agile methodologies
- Previous experience in an academic research environment is highly desirable.
- Computer literacy, ability to work independently, ability to interpret and follow instructions accurately
- Should be a bright, personable, motivated team player, who is disciplined, organized and can manage multiple projects at once.

**Salary: €46,917 - €56,534**

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

**Closing date:** 24<sup>th</sup> September 2018

### **Application Procedure**

Application forms are available from the DCU Current Vacancies (Internal 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 986 Research Integration Coordinator ADAPT**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. 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)

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