



Research Centre	ADAPT
Post title	Research Project Officer
Post duration	Fixed Term contract up to December 31 st 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 groundbreaking 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.

We now wish to recruit a Research Project Officer on a fixed term contract basis to facilitate the management of Targeted Industry led research projects. Working at the boundary of research and industry, the ADAPT Centre targeted research programme is an industry-focused programme where teams of researchers and software developers collaborate with industry partners to work on solutions to industry needs. The Research Project Officer will ensure the successful delivery of multiple, concurrent Targeted Projects to schedule, cost, quality and to funding partners' expectations. Successful Industry participation is key to the ability of the centre to deliver economic and commercial impact, and to its future sustainability.

Principle Duties and Responsibilities

Working within the Spokes Research team in the ADAPT centre and reporting to the Senior Project Manager, the Research Project Officer will work closely with our academic and research colleagues to deliver high-impact research driven innovation projects with our industry partners. The Research Project Officer will endeavour to nurture and strengthen relationships with Industry Partners and address their business challenges through the identification and application of ADAPT research expertise and through effective project management.

- Work closely with and support industry partners, Principal Investigator(s), product owner, scrum master(s) and software developer(s) to understand customer requirements and priorities and ensure these are aligned with the research and software development teams' activities.
- Manage a set of concurrent Targeted Research Projects as directed by Management.
- In collaboration with the Design & Innovation Manager, Senior Project Manager and Targeted Project team, the Research Project Officer will:
 - Lead on and mobilise the agreed project methodology with team members and other stakeholders for each project.
 - Define and implement the research project plan - this includes: project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements.
 - Drive the execution of the plan, monitor the performance of all aspects of the research project,
 - Evaluate the performance of all aspects of the research project, resolve issues or escalate as required.
- Ensure that all project outputs (including research objectives) are delivered to the agreed appropriate levels of quality, on time and within budget. Ensure project deliverables are delivered in accordance with the project plan and coherent with the overall project objectives.
- Provide project progression and status reports on all aspects of research projects to all key stakeholders and project team members.
- Provide financial status reports of each project.
- Ensure intellectual property assets are managed appropriately – ensuring industry partner confidentiality as needed.
- Assist in driving the Research & Innovation pipeline from Platform Research to Targeted Projects while developing and nurturing the relationship with the Platform Research Management Team.
- Support the client management function of the ADAPT Centre to ensure industry satisfaction and identification of potential opportunities for future business.

Qualifications and Experience

Candidates appointed to this post must have a degree in Computer Science, Computer Engineering or a related discipline, and ideally a postgraduate degree. The successful candidates must have a minimum of 3 years project management experience in a software research or software development environment, or with industry focussed technology research projects, ideally in the Fintech domain.

Knowledge and Experience

- Experience managing multiple concurrent projects end to end while identifying and managing risk
- Experience of agile software development methodologies and PMBOK
- Comfortable scaling from short-term, small projects up to multi-disciplinary, 12 month+ projects
- Excellent written and oral proficiency in English (essential), excellent communication and interpersonal skills both written and verbal
- Should possess excellent computer skills with experience of project management and collaboration tools
- Ability to problem solve, support creativity, promote innovative ideas and solutions
- Experience in supporting and working within distributed teams
- Experience with supporting user trials and/or system performance evaluations
- Familiarity with the scientific evaluation and publication process
- Experience with designing and mobilizing the project management process
- Proven ability to prioritise workload and work to exacting deadlines
- Ability to negotiate access to resources in a matrix-type organisation
- Excellent organisational, communication and conflict resolution skills
- Strong customer facing skills
- Adaptive thinker with broad perspective.
- Professional accreditation(s) in software development or project management methodologies is an advantage.

Salary: *€ 47,386 - €57,099

**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: 22nd November 2018

Application Procedure

Application forms are available from the DCU Current Vacancies (open 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 #1022A Research Project Officer, ADAPT**

Applications should be submitted by email to 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

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