



Research Centre: Fraunhofer Project Centre for Embedded Bioanalytical Systems at Dublin City University – a joint initiative of Science Foundation Ireland and  Fraunhofer

Post title: Administrative assistant Grade IV

Post duration: Fixed term until 31 December 2019

An exciting full-time position has arisen in a commercially focussed research initiative in Dublin City University – Ireland’s University of Enterprise. In this role you will have the opportunity to develop a multi-faceted set of hard and soft skills, and to benefit from the exposure to the multicultural environment of local academia, international companies and research organisations.

The Fraunhofer Project Centre for Embedded Bioanalytical Systems at Dublin City University (FPC@DCU) – a joint initiative by Science Foundation Ireland and the German Fraunhofer-Gesellschaft - develops microfluidics-based solutions for decentralised bioanalytical testing in areas like in-vitro (“Point-of-Care”) diagnostics, life-science tools, biopharma, agrifood, environmental and industrial monitoring. In its present start-up phase, the FPC@DCU focuses on high-level process integration and automation of centrifugal microfluidic “Lab-on-a-Disc” systems for “point-of-use” testing of biosamples such as body fluids, food, drink, bioprocess samples and water.

Duties and Responsibilities

To provide operational and administrative support to the Director of the FPC@DCU you will take on responsibility for a range of front office tasks including:

- Provide efficient office support of the director and the FPC@DCU in delivering a diverse spectrum of administrative tasks.
- Manage the financial administration of the project centre, providing high level financial support and financial reports to the Head of Business Development and Operations, Centre Director and PIs for management and reporting purposes, highlighting discrepancies in spend patterns and deviations from budget based on financial projections.
- Supporting marketing within the centre, liaising with DCU Communications and Marketing to ensure alignment of marketing campaigns with DCU branding guidelines and overseeing the social media activities of the FPC@DCU.

- Reviewing the administrative processes of the FPC@DCU from an efficiency and effectiveness perspective, highlighting issues and suggesting improvements to the Head of Business Development and Operations.
- Administrative support for the Director of the FPC@DCU including management of diary, travel and meetings.
- Act as the first point of contact for the FPC for both internal and external queries ensuring timely resolution, liaising with centre management and other university units as required.
- Project administration, in particular supporting the PIs of the FPC@DCU in meeting the often complex reporting requirements of funding agencies, including the collation of partner inputs to such reports in the case of multi-party projects (e.g., H2020).
- Liaise with relevant administrative units of the university and the Head of Business Development an Operation in establishing SOPs to support the significant projected volume of contract research with third parties, primarily companies.
- Support the FPC relating to human resources, including generation of staff requests using the DCU online system, liaising with DCU HR to ensure the timely processing of employment contracts and liaising with Payroll on matters relating to staff salaries.
- Oversee the procurement activities of the FPC management team, including day to day purchasing, formal requests for proposals and tendering.
- Liaise with FPC researchers to provide support on issues pertaining to requisitions or purchase orders.
- Events management: co-ordination of conferences, workshops, internal seminars, meetings, site visits, events, and related marketing activities.

Experience and Qualifications

Applicants must possess a primary degree and at least two years relevant work experience and should be very familiar with financial information systems. Applicants will have a good understanding of procurement and accounting processes as well as be well-versed in Microsoft Office applications such as Microsoft Word, Excel, Outlook and PowerPoint, ideally also with Google Apps and CRM tools. After an appropriate training period, he/she will also have the ability to operate new administrative software used in the centre and its host university and professionally communicate over the phone as well as in emails, formal letters and social media.

Applicants should be / have:

- Well organised with pro-active work ethic
- Excellent organisational, communication and social skills

- Ability to quickly understand tasks described
- Work in a focussed way on delivering timely solutions, even during multi-tasking.

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, 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 to multi-task and prioritise in a busy, deadline driven work environment

Knowledge of the Organisation/Sector

The ability to continuously learn and understand the structures, processes and relationships within DCU. Has awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information

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 Processes and IT

Shows a willingness to engage with processes and technology

Salary: *€34,625 - € 40,499

*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: 14th June 2017

Informal enquiries to:

Prof. Jens Ducreé (jens.ducree@dcu.ie)

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

Application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

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

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref 566 Administrative Assistant, Fraunhofer Project Centre

Dublin City University is an equal opportunities employer