



Research Centre

ADAPT

Post title

Irish Language Technology Project Officer

Post duration

Fixed Term contract up to 12 months

Background

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. As part of the ADAPT Centre's remit, it will also be responsible for the ADAPT research programme as ADAPT is an evolution of the ADAPT Centre.

With €50m in new 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 Project Officer on a fixed term contract to work on the European Language Resource Infrastructure (ELRI) project, the focus of which is to improve translation technology for public administration across Europe. As part of this project, the particular focus of the ADAPT Centre's work is the improvement of translation technology for the Irish language.

Principal Duties and Responsibilities

This is an excellent opportunity for those with both an interest and enthusiasm for improving translation technology for the Irish language, particularly at public administration level. The successful candidate will work within a small group of academic researchers and project managers, whose primary focus is the development of tools and resources for Irish language technology. The Project Officer will support the Senior Project Coordinator in meeting the requirements of the European Language Resource Infrastructure (ELRI) project.

This will involve liaising closely (often through the medium of Irish language) with Irish government departments, public bodies (North and South of the island) and European Commission funded organisations in order to help collect, prepare and share language resources that can in turn improve translation services. These resources are linguistic in nature but will be processed and applied in digital applications. Onsite training will be provided to learn about machine translation systems, how they work, and how translators use translation technology to enhance their work.

As a university-based research centre, we also strongly support continuous professional development and education.

The Project Officer will undertake duties and responsibilities as follows:

- Work alongside the ELRI Project Coordinator to ensure project deadlines are achieved.
- Liaise with technologists, academics and government officers from the project's consortium members across four European countries (Spain, Portugal, France and Ireland)
- Engage and liaise closely with personnel within public bodies and organisations who create and manage Irish language documents across Ireland and Northern Ireland.
- Conduct Irish language data collection from those relevant public bodies.
- Provide full administrative support for ELRI project including organising project events, including consortium meetings, maintaining agendas and minutes at meetings.
- Coordinate and implement project events such as workshops and conferences.
- Work with the Project Coordinator to coordinate and submit project deliverables and reports.
- Liaise regularly on project related matters with the Project Coordinator and maintain appropriate communications channels.

Qualifications

The post-holder must possess a primary degree and a minimum of three years relevant work experience in project coordination or administration. We are seeking a candidate with proven capabilities of working in dynamic environment, working autonomously and taking initiative.

Knowledge and Experience

- Excellent written and oral proficiency in English and Irish (essential), good communication and interpersonal skills both written and verbal
- Ability to provide training or advice to data holders (in Irish or English)
- Ability to simplify technical concepts to non-technical groups where necessary.
- Strong technical ability (programming/scripting skills preferred but not required. However, a comfortable level of computer literacy is a must - e.g. MS Office, Adobe, Google Docs, Web conferencing tools)
- Proven aptitude for learning new technologies
- Flexible and adaptable in responding to consortium partner and stakeholder needs
- Strong team player who is able to take responsibility to contribute to the overall success of the team
- Excellent problem-solving abilities
- Excellent organizational skills, with the ability to coordinate and progress the tasks associated with own initiative and contribute to the on-going development, refinement and coordination of the project management process.
- Demonstrated experience of managing and prioritising a varied workload and must show flexibility and adaptability in their approach to tasks
- The ability to work effectively to deadlines and be able to negotiate a range of stakeholders
- Flexible to travel (own transport is desirable).

Competencies required for this post are:

- **Knowledge of the Organisation/Sector:** Knowledge (or experience) of Irish language needs within public administration is required.
- **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. Strong interpersonal skills are also vital for this role.

- **Personal Effectiveness/Excellence:** Continuously strives to learn about how and why things are done, and how the role impacts on the project. Is effective in planning and managing their workload.
- **Team Player:** Works well with others in a supportive manner in sharing tasks and information. Shows respect for the contribution of others.

Closing date: Monday 14th May 2018

Salary scale: *€34,971 - €52,268

**Appointment will be commensurate with qualifications and experience.*

Informal Queries to:

Teresa Lynn teresa.lynn@adaptcentre.ie.

Please include the ADAPT Position Title in all email communications.

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://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 #829, Irish Language Technology 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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