



**STEP Research Administration Manager**  
**(Fixed term contract up to 3 years)**

**Background and Introduction**

DCU launched its Strategy for Research and Innovation in June 2013. DCU sets out to be recognised internationally as a globally engaged research-intensive university of enterprise that is distinguished by its focus on translation of knowledge to societal and economic benefits. DCU aims to align its research activities to address selected 'grand challenges' of national and international importance. To do so, and based on its areas of academic excellence, DCU is organising its research and innovation activities into a matrix structure comprising four 'research and enterprise hubs' that closely match key areas identified by the national Research Prioritization exercise and in Horizon 2020. For further detail on the Research and Enterprise Hubs please refer to *Appendix 1*.

The key objectives of the Research & Enterprise Hubs are:

- To define DCU's research areas where we have unique capabilities and target these capabilities to big societal challenges;
- To integrate our technology platforms with our health research to enhance our ability to holistically address societal issues;
- To discover what problems industry need to be solved, engage with them and solve them;
- To drive research at the interfaces of the Hubs;
- To support funding applications from staff;
- To support staff's interactions with Enterprise.

In order to achieve these ambitious objectives, the university wishes to recruit for the key position of STEP Research Administration Manager.

**Duties and Responsibilities**

Reporting to the Director of Research Support, and working very closely with the Hub and Platform Directors, the STEP Research Administration Manager will be required to perform the following duties:

- Support the Director of Research Support in consultation with the relevant stakeholders to:
  - Set up the STEP Research Administration Unit and develop an appropriate medium and long term sustainability strategy;
  - Develop a working model for the unit that will deliver operational excellence in all aspects related to Research Centre Administration and management and administration of research projects;
  - Develop an operational policy for the unit which will contribute to the long term embedding of the unit with existing university structures;
  - Develop efficient procedures to manage post award financial processes such as reporting (to agencies and DCU PIs), financial management of projects, etc. in order to minimize duplication of function and to implement these effective operational processes in collaboration with the finance office;
  - Develop efficient procedures for recruiting the best post-graduate students to research projects in collaboration with the Graduate Studies office and work with HR to improve procedures for postdoctoral researchers recruitment and retention.
- Direct and manage the STEP Research Administration Team and the day to day operations of the unit.

- Develop the capabilities of the STEP Research Administration Team to international standards to develop state of the art admin support for DCU Research Centres and for externally funded research initiatives.
- Liaise with relevant stakeholders, including the Hub and STEP directors in order to set operational targets and identify priority areas that will impact in resource allocation.
- Work closely with the Hub Directors and the STEP Director to ensure appropriate administrative resourcing for Research Centres and large Scale Research initiatives as required.
- Produce and submit reports as required to the Director of Research Support on the unit activities, financial data, etc.
- Integrate STEP with existing administrative support units outside STEP such as those in SFI funded centres to exploit synergies and optimise activities across DCU.
- Integrate operations with the Hub Directors Support team in order to provide seamless support during the proposal preparation process through to the end of the research project.
- Support the hub directors and the proposal development team during the coordination and preparation of large scale research proposals.
- Support the Hub Directors, STEP Director or centre directors in the organising and coordinating logistical support for visits by potential research and industry partners to relevant research teams and facilities.
- Facilitate rapid project start-ups through close cooperation with the Principal Investigator and liaison with central support units (RIS, HR, Finance, Estates etc.).
- Liaise with the Centre Directors in order to coordinate and streamline service to the centres.
- Support the Centre Directors in:
  - The financial management of their centre and report to the relevant Centre Director/Management Committee in terms of expenditure planning and monitoring, balance reporting, and generation of projections.;
  - Ensuring the effective day to day operation of facilities through their relevant space envelope;
  - Coordination of annual budget submissions;
  - Managing the supply chain and store control for their centres.

### **Qualifications and Experience**

Applicants should have minimum qualification honours science/engineering degree. An MBA or Masters in Management or a PhD in Science or Engineering would be a distinct advantage. Applicants should also have a minimum of 5 years relevant experience managing administration teams in a large scale research centre, in industry, in a research and development environment or in an academic environment. The successful candidate will ideally have an in depth understanding of the research environment together with proven ability to develop teams.

Candidates for this position must possess excellent management and communication skills, and should possess the following personal attributes:

- Ability to work with a variety of stakeholders, partners and individuals at all levels;
- Innovative thinker and self-starter, with excellent problem solving skills;
- Performance oriented and ability to deliver according to agreed targets and deadlines;
- Strong analytical, administrative and time management skills.

**Closing Date:** 21<sup>st</sup> February 2014

**Salary scales:** €54,331 - €83,023  
€48,898 - €74,903\*

\*Applies to new entrants to the public sector after 01 January 2011  
Appointment will be commensurate with qualifications and experience

**Note: Remuneration Policy for Permanent Staff**

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1<sup>st</sup> point of the higher scale OR (ii) a double increment calculated by reference to the staff member's current point of scale and the previous/next point of scale x 2, depending on their point of scale.

**Application forms are available from:** <http://www4.dcu.ie/hr/vacancies/current.shtml> and from the 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)

***Dublin City University is an equal opportunities employer***

## Appendix 1 - STEP Research Administration Manager

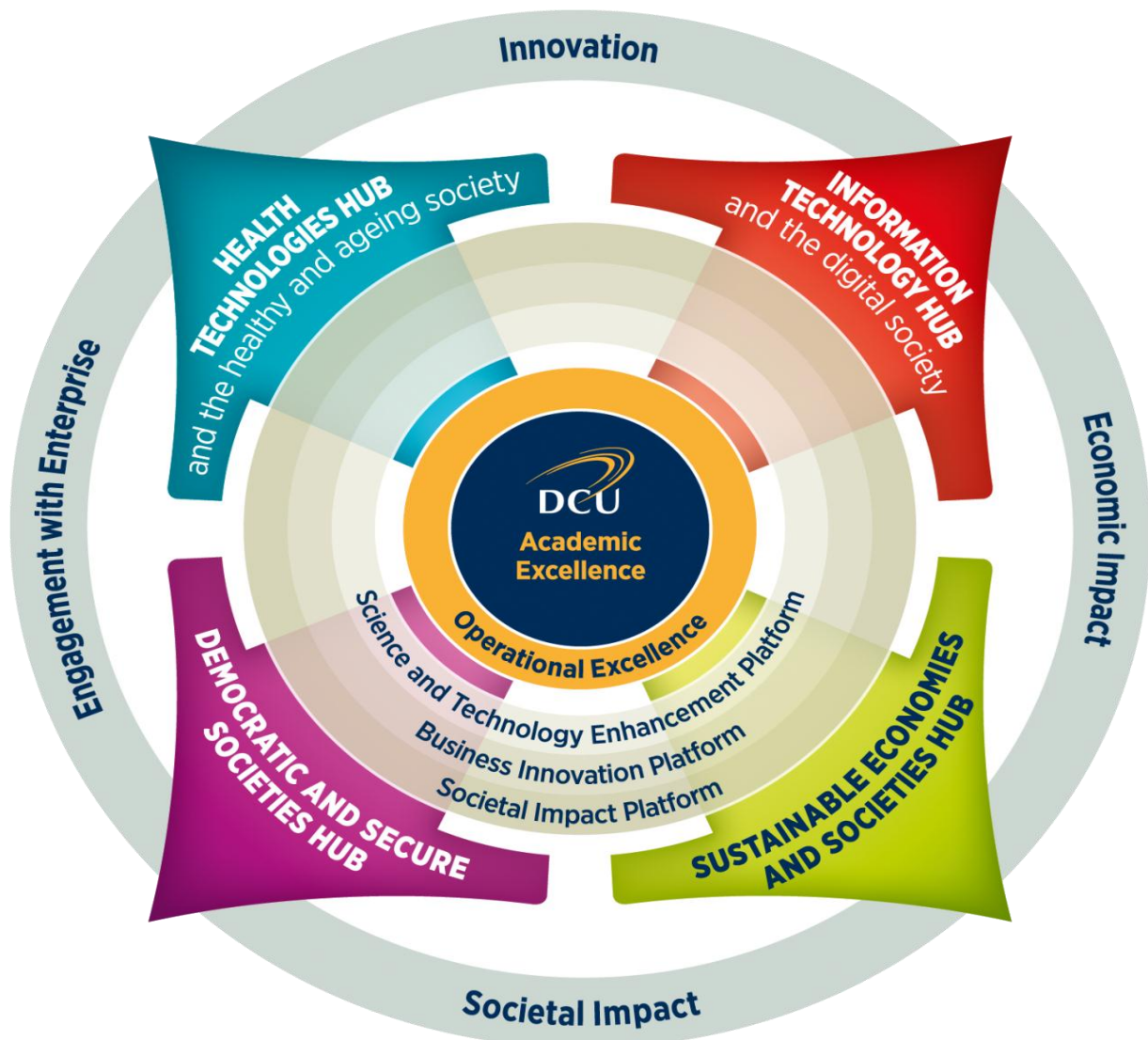
### Background

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- Health technologies, and the healthy and ageing society;
- Information technology and the digital society;
- Sustainable economies and societies; and
- Democratic and secure societies

and three cross-cutting support platforms:

- the societal impact platform;
- the business innovation platform;
- and the science and technology enhancement platform



The key objectives of the Research & Enterprise Hubs are:

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The key objective of the cross cutting platforms is to support the hub in specific activities:

The Science and Technology Enhancement platform is structure which aims at

- 1) Achieving operational excellence in the following aspects:
  - Administration of Research Centres;
  - Research project management and administration;
  - Management, development and sustainability of DCU technical research infrastructure.
- 2) Enhance our research in technology platform disciplines in order to position DCU as the partner of choice for collaborative research in the national and the international stage both within academia and industry markets.