



**Insight Centre for Data Analytics
External Relationships Assistant
Fixed Term Contract up to July 2019**

Background

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is a joint initiative between researchers at University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions. It brings together a critical mass of more than 350 researchers from Ireland's leading ICT centers to develop a new generation of data analytics technologies in a number of key application areas.

The €88m Centre is funded by Science Foundation Ireland and a wide range of industry partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 30 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy. Current project funding is to July 2019.

Role & Function

We now wish to recruit an External Relationships Assistant with primary responsibility for providing administrative support across the Centre's functions for industry project administration (50%), external events coordination (30%) and coordinating the movement of students between the Insight centre and other partners (20%). The post-holder will be required to provide professional and comprehensive coordination and administration of Insight@DCU's functions across all research programmes at the Insight Centre from all funding sources.

This position is based at Dublin City University. The post holder will work closely with Insight's Project Officers and Managers and will report to the Centre Manager and the Centre Director at DCU. The position forms part of a broader Operations team within Insight and the External Relationships Assistant will be expected to collaborate closely with other members of the team.

Duties and Responsibilities:

The duties and responsibilities of the position include day-to-day support for all aspects of Insight project administration, with a focus on the following tasks in particular:

- Provide full administrative support for some projects including industry partner meetings, maintaining agendas and minutes at meetings.
- Diary management for large meetings with external industry partners.
- Dealing with expense claims and queries regarding using internal expense systems.
- Booking flights and accommodation for conferences, workshops and other events.

- Assist with coordinating external events meetings (at all levels from full team to individual researchers) – hire a venue, catering, invitations, etc.
- Update and maintain corporate printed materials as necessary.
- Contribute to a communications framework for projects that would include website, facebook, twitter and collating quarterly newsletters.
- Working with the Business Development Manager ensure that all relevant documentation for projects, such as NDA, DPIA, DPA are signed and filed as appropriate before the start of the project.
- Working with the relevant support units within DCU, help with documentation for interns, visiting students and researchers.
- Assist with new staff orientation, especially students visiting from abroad.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.

Qualifications and Experience:

Candidates must hold a leaving certificate or equivalent, a recognised secretarial course or equivalent and five years relevant experience, preferably in a third level environment.

In addition, it is desirable that the successful applicant will have:

- Excellent organizational skills, with the ability to co-ordinate and progress the tasks associated with the post on own initiative and contribute to the on-going development, refinement and co-ordination 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 as part of wider administrative and project teams.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service whilst interacting with senior academics from multiple countries and business owners.
- The ability to work effectively to deadlines and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.
- Project management training and/or experience in working with research funded projects.
- Experience of working in Higher Education environments with experience of administering research projects in complex environments (e.g. multiple partners / stakeholders).

Competencies required for this post are:

- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.
- **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 and managing his/her workload.

- **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.
- **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change

Closing date: 16th May 2018

Salary scales: *€33,031- €42,135

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

Informal Enquiries:

Informal queries should be addressed to

Dr. Breda Kiernan, **Email:** breda.kiernan@insight-centre.org

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 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.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 839A External Relationships Assistant, Insight Centre for Data Analytics

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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