



**Research Centre** Insight Centre for Data Analytics  
**Post title** External Relationships Officer  
**Post duration** 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 Officer with primary responsibility for providing administrative support across the Centre's functions for industry pre-award coordination (50%), external events coordination (30%) and coordinating the movement of students between the Insight Centre and other national and international 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 Project 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 Officer will be expected to collaborate closely with other members of the team.

### **Duties and Responsibilities:**

The duties and responsibilities of the position focus on the following tasks in particular:

#### Industry pre-award coordination:

- Take responsibility for tracking the progress of industry contracts from initial discussion

stage to close.

- Manage the engagement process with Industry Partners, DCU Support Offices and PIs, as required.
- This includes responsibility for ensuring that all relevant documentation for projects, such as NDA, MOU, DPIA, DTA, SoW and contract agreements are in order, signed and filed as appropriate with the relevant support units before the start of the project.
- Facilitate all pre-award industry project meetings – Coordination of the meetings, maintaining agendas and minutes at meetings and following up with actions points, preparation of slideware.
- Prepare monthly analysis of contracts against targets for discussion with Centre Manager and Business Development Manager.
- Research upcoming opportunities for industry engagement and present this to Insight management and PIs along with industry engagement progress to date.
- Responsibility for managing the tracking/reporting of contract metrics to Insight Management including updating the necessary CRM systems within Insight and DCU.

#### Events Coordination:

- Coordinate external and internal events related to industry engagement and multidisciplinary research engagement – hire a venue, catering, invitations, social media, registration etc., prepare/update slideware.
- Represent Insight at stands or external events and engage with industry/the public about Insight's work and opportunities for engagement.
- Update and maintain corporate printed materials as necessary.
- In line with the Insight Communications team and their strategy, co-ordinate the communications framework for industry projects that would include website, facebook, twitter, press releases and collating monthly and quarterly newsletters and presentations.
- Track feedback from events and report to Centre Manager.

#### Researcher/Visitor movement coordination:

- Working with the relevant support units within DCU (RIS, HR, Graduate Studies etc), take responsibility for interns, visiting students and visiting researchers coming to Insight from their initial request to visit/intern at Insight to their final week at Insight.
- Oversee new staff orientation, especially students visiting from abroad.
- Act as coordinator for Insight researchers who are travelling abroad on extended visits e.g. Marie Curie, Fulbright, university exchanges, working with the relevant host institution to ensure all is in order.
- Act as coordinator for Insight researchers who are taking on industry internships/secondments, working with their hosts to ease the transition

#### Other:

- Contribute to the preparation of governance/annual/quarterly and monthly metrics reports for submission to Insight Executive and external funding bodies.

- Build relationships with and interact with key stakeholders across the Support Units within DCU and the other Insight Sites at UCD, UCC and NUIG to ensure accurate and timely reporting and progress against targets.
- Troubleshooting on issues as they arise with other Operations team members, as appropriate.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.

### **Qualifications and Experience:**

The post-holder must possess a primary degree or equivalent and three years relevant work experience. In addition, the successful applicant must have:

- Experience of working in Higher Education environments with experience of administering research projects in complex environments (e.g. multiple partners / stakeholders) is a distinct advantage.
- 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.

### **Desirable:**

A degree in Engineering, Computing or a Life Sciences discipline

A qualification in Event Management or Media & Communications

### **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:** 23<sup>rd</sup> August 2018

**Salary scales:** \*€34,971 - €52,268

*\*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.*

**Informal Enquiries:** Informal queries should be addressed to

**Name:** Dr. Breda Kiernan

**Email:** [breda.kiernan@insight-centre.org](mailto:breda.kiernan@insight-centre.org)

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

### **Application Procedure**

To apply for this role, application forms are available from the DCU Current Vacancies (open Competitions) website at <https://www.dcu.ie/hr/vacancies/index.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#968 External Relationships Officer, Insight**

Applications should be submitted by email [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie) to 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](mailto:hr.applications@dcu.ie)

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