



**International Strategic and Research Partnerships Coordinator
(Administrator I)**

Office of the Vice President for Research and Innovation

(2 Year Fixed Term Contract)

In 2013, DCU and Arizona State University entered into a Transatlantic Higher Education Partnership. Building on 8 years of collaboration, the partnership promises students a unique education and research experience and it seeks to have a positive impact on the economies and communities in Ireland and Arizona. DCU is also a member of a number of international university networks (ECIU, YERUN, WTUN) that align with DCU's vision and values as a young, ambitious university of enterprise and transformation.

DCU wishes to establish an International Strategic Partnerships (ISRP) Office to manage the relationships with partner universities in Europe and in the USA. The University seeks to recruit a highly motivated individual as ISRP Coordinator to drive these international strategic partnerships. In this role, the coordinator will work directly with the partner universities and with the relevant DCU Centres, Faculties and Schools. The position will assist in establishing structures and processes to facilitate effective collaboration among cross-disciplinary teams and to meet the specific goals, timelines and metrics of the partnership programmes. This position will report to the Vice President for Research and Innovation, or nominee, and will work closely with the Vice President of External and Strategic Affairs, as well as faculty and staff across the University who are engaged in these partnerships.

Location: The candidate will be based in DCU but significant travel may be required.

Overall areas of responsibility:

Reporting to the Vice President for Research and Innovation or his nominee the duties and responsibilities attaching to the post include but are not limited to the following:

- Manage and facilitate the University's relationship within international networks and strategic partnerships.

- Liaise with strategic partners, networks and DCU faculty and staff to produce detailed project plans that document, schedule, coordinate and track all associated collaborations and deliverables.
- Develop and implement a strategy to increase the focus and impact of these partnerships and networks
- Coordinate communications and engagements with existing partners and networks. Ensure all discussions, decisions, commitments and proposed changes to a project scope are documented and shared with all appropriate teams
- Take a leadership role on behalf of the University in critical meetings with strategic partners and network members
- Plan and execute collaborative research showcase events to promote key relationships and publicise partnership outputs
- Develop and manage reporting and financial tracking of strategic partnership activities
- Work with Vice President of External and Strategic Affairs to develop procedures to support the identification, engagement and development of new strategic partnerships.
- Provide timely and detailed reporting of research collaborations, joint programme offerings, co-hosted events etc., to inform the President and the Senior Management Group
- Keep abreast of relevant research trends and possible funding sources to support the ambition of the partnerships and networks.

Qualifications, Experience and Skills

- The successful candidate must hold a primary degree, have a proven track record of success in administration management, preferably within the Higher Education sector and have excellent interpersonal, communication and organisational skills. A research degree would be a distinct advantage.
- Willingness to travel to promote engagement and represent the university at various network and partnership events and meetings
- Proven ability to work with and support strategic partnerships
- Strong analytic skills (financial, planning, operational)
- Strong relationship building skills
- Proven ability to collaborate and build relationships with internal and external stakeholders
- Strong drive and self-direction.

Salary: *€50,976 - €70,383

**** 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***

Closing Date: 27th July 2017

Informal Enquiries to: Professor Greg Hughes, Vice President for Research & Innovation
,
Dublin City University, Dublin 9, Ireland

E-mail: greg.hughes@dcu.ie

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 # 610 International Strategic and Research Partnerships Coordinator

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

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