National Centre for Sensor Research

Centre Manager

(Three Year Contract)

The National Centre for Sensor Research (NCSR) is a world renowned, large-scale, multidisciplinary research facility focused on the science and applications of chemical sensors and biosensors (http://www.ncsr.ie). This state-of-the-art facility situated on the campus of Dublin City University comprises custom-designed laboratories, a range of specialist support units and equipment, and dedicated technical and administrative staff. The NCSR hosts over 200 researchers, and several large-scale research initiatives including the Biomedical Diagnostics Institute (www.bdi.ie), the Centre for Bioanalytical Science (www.cbas.ie), CLARITY (www.clarity-centre.org), the National Biophotonics & Imaging Platform Ireland (www.nbip.dcu.ie) and the Irish Separations Science Cluster (ISSC) www.issc.ie. NCSR is focused on developing future sensing technologies for economic and societal benefit with applications in areas such as personal health monitoring and diagnostics, environmental monitoring, (bio) process optimization and nano/bio-medicine.

Function

Through the effective management of its resources and operations, the Centre Manager will play a critical role to ensure the objectives of the NCSR are achieved. In particular, s/he will work closely with and support the Centre Director in the on-going development of the Centre and the core administrative and technical support team, including realisation of synergies with administrative resources within large-scale research initiatives like the BDI, the NBIP and the ISSC. S/he will also provide support to NCSR Principal Investigators (PIs) and will be a member of the NCSR Management Committee.

Duties & Responsibilities:

The duties and responsibilities of the position include:

1. **Centre Strategy and Development**
   - Coordinate, organise and support major Centre initiatives such as HEA-PRTLI applications, SFI-SRCs and CSETs, and FP7 proposals (see 3 below).
   - Coordinate the integration of equipment suites and implement structured access policies in accordance with the University Research Strategy to establish equipment centred University Designated Research Facilities.
   - Chair meetings of senior administrators/managers of constituent NCSR Large-Scale Research Initiatives to exploit synergies and optimise activities across the Centre and report on these meetings to the NCSR Director.
   - Chair meetings of the NCSR Representatives Committee and report on these meetings to the NCSR Director.
   - Liaise with Research and Innovation Support to ensure the NCSR development strategy is aligned with University-wide priorities.

2. **Commercialisation and Sustainability**
   - Identify and target sources of revenue streams to support the sustainability of the Centre, and of the Centre administration, particularly through measures such as FP7/Europe 2020 and short industry-style courses, in accordance with the NCSR target to achieve significant self-funding by 2015.
   - Coordinate and oversee the effective management/maintenance of equipment suites to provide effective support of NCSR researchers, and generate additional income through tracking of internal usage and developing cost models for external users.
• Liaise with external funding agencies, foundations, and industry partners with a view to maximising opportunities to win external funding through targeted dissemination of information.
• Have an overview of funding applications submitted and analyse where/how applications can be improved in the future.
• Liaise closely with Research and Innovation Support and external funding agencies regarding IP policies, and organise briefing sessions on IP good practice within the centre.
• Organise and coordinate logistical support for visits by potential research and industry partners to NCSR research teams and facilities.

3. Facility Management
• Liaise with NCSR management, research and technical personnel in the area of facility management and technical support to ensure the effective maintenance of specialist equipment.
• Prepare regular reports and updates for the Centre Director related to facility operations.
• Ensure the effective day-to-day operation of facilities throughout the NCSR space envelope.

4. Administration & Financial Management
• Monitor grant submissions by NCSR PIs for reporting purposes and liaise closely with Finance and Research and Innovation Support to recover overhead income to the centre.
• Co-ordinate NCSR’s annual budget submissions.
• Manage NCSR’s finances and report to the Centre Director/Management Committee in terms of expenditure planning and monitoring, balance reporting, and generation of projections.
• Organise and chair meetings of the NCSR Core Administrative and Technical Team, and ensure effective management of same.
• Ensure that NCSR Management Committee meetings are scheduled regularly professionally administered.

Qualifications
The ideal applicant will have an honours science/engineering degree with at least five years experience of team management in a dynamic administrative role. In-depth knowledge of national and international research funding, together with an understanding of the process of technology transfer and commercialisation of intellectual property, would be a distinct advantage.

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 inter-personal skills

Informal enquiries to:
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Salary scale: €54,331 - €88,068
€48,898 - €79,261*
*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience.

Closing date: 15th June 2012

Applications forms are available at: http://www4.dcu.ie/hr/vacancies/current.shtml and from the
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