



Research Centre: Insight Centre for Data Analytics

Post Title: Reports Coordinator (Grade IV)

Post Duration: Fixed term contract to July 2019

Overview

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

The Insight Centre at Dublin City University now wishes to recruit a Reports Coordinator on a fixed-term full-time contract basis with primary responsibility for providing organization and analysis for the Insight Centre's reports, including collating and preparing multi-site documentation. Assignments for the Reports Coordinator may include collating financial and research output information for audits, providing project reports for industry partners, or facilitating local site operations documentation practices. This work can involve collecting data from a number of sources including internal records, individual departments and outside agencies.

The Reports Coordinator will work very closely with the Chief Operating Officer and the Central Operations Finance Manager. He/she would be in close contact with the Site Directors, Site Managers, SFI Grant Managers and Research Integration Coordinators.

This role is based at Dublin City University but will include some travel to the other partner institutions.

Duties and Responsibilities:

The duties and responsibilities of the position include:

- Perform manual reporting tasks on daily, weekly, monthly and quarterly intervals.
- Manage/coordinate/maintain existing automated reports.
- Consult with Executive Committee, Site Directors, Site Managers, Funded Investigators, and Operations Staff to refine requirements and delivery schedules of new requests.
- Follow through with assigned projects and provide updates to management staff and other interested parties.
- Document procedures and processes for less experienced staff.
- Document requirements, procedures and workflows as necessary for applicable reporting and database initiatives.
- Create automated solutions for routine manual reporting tasks.
- Develop Microsoft Excel pivot tables and Agresso reports.
- Develop creative solutions using available data when given only output requirements
- Conduct data analysis for various report requests from users across entire centre.

Qualifications and experience:

The post-holder must possess a primary degree or equivalent and have a minimum of two years relevant experience. Three to five years relevant work experience in financial reporting is highly desirable. Advanced knowledge of Microsoft Excel is required. Particular experience and working knowledge of Agresso and Dropbox is required. The post-holder will have excellent time-management, multi-tasking, organizational skills and pay strong attention to detail. The successful candidate must be able to co-ordinate and progress the tasks associated with the post on their own initiative and work without specific direction or supervision, as well as within a team. The post-holder must be able to maintain a high accuracy rate and have the ability to frequently meet deadlines in a continuously changing environment.

Competencies required for this post are:

- **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.
- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organization. Takes a focused approach to developing contacts throughout DCU.
- **Problem Solving and Decision Making:** Is capable of analyzing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.
- **Knowledge of Processes and IT:** Shows a willingness to engage with both processes and technology.

Closing date: 18th May 2017

Salary scales: *€34,625 - €51,750

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

Informal Enquiries:

Informal queries should be addressed to

Dr. Breda Kiernan breda.kiernan@insight-centre.org

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/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

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

Please clearly state the role that you are applying for in your application and email subject line: Job Ref # 541 Reports Coordinator (Grade IV), Insight Centre for Data Analytics

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