

Research Centre	Insight Centre for Data Analytics
Post title	Research Integration Coordinator (Grade V)
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

Due to continued growth and diversification of Insight's research activities through Irish and International funding agencies, industry partners and European Union sources, we now wish to recruit an additional Research Integration Coordinator on a fixed-term full-time contract basis with primary responsibility for leading project management and administration across multiple research projects.

This position is based at Dublin City University and will report to Insight's Centre Director and the Centre Manager at DCU. The position forms part of a broader Operations team within Insight and the Research Integration Coordinator will be expected to collaborate closely with other members of the project teams at other Universities and with our industry partners.

The purpose of this position is to facilitate efficient research integration across Insight@DCU through the application of project management and scientific expertise to internal and externally funded research projects. The successful candidate will be responsible for management and administration of multiple research projects in a variety of research areas within Insight's remit. S/he will function as a full member of the research team and will be expected to apply their scientific and technical expertise to problem solving and stimulating cross-disciplinary approaches in this regard

Duties and Responsibilities:

The duties and responsibilities of the position include:

- Track, monitor and report on project progress to project stakeholders, alerting them to emerging issues or timeline slippage in a timely fashion and helping to coordinate responses required to meet project deadlines.
- Support post-doctoral research and academic supervisors in leading and managing external and internal research projects, assisting them in the creation of their work plans, deliverables, milestones and schedules and managing relationships with industry and funding agency partners.
- Liaise closely with Insight's Intellectual Property and Data Protection Manager, Business Development Manager and DCU's Technology Transfer Office in assessing research outputs for IP protections and commercial potential.
- Assist the Insight Operations Team in the planning and organization of demonstrations of collaborative research outcomes at public events. Help research teams present their work in a manner suitable to the relevant audience.
- Pro-actively support researchers in co-ordinating and developing external and internal research project submissions.
- Working with the relevant Project Officers in the team, ensure the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports for each project and programme.
- Liaise with other Research Integration Coordinators and Project Officers within the Operations team to support the ongoing development and training of Centre personnel and pro-actively provide information on development opportunities for both research and academic staff within the Centre.
- Troubleshooting on issues as they arise within projects 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.

The successful candidate will also be expected to:

- Maintain awareness of activities across Insight@DCU and enhance organizational efficiency through dissemination of ideas/technology/expertise across programmes.
- Provide assistance to Insight's Research Accountant with budgetary reporting/analysis
- Provide assistance with writing of reports and grant applications, where appropriate
- Monitor research funding opportunities at national and international level and provide co-ordination and support for grant proposal writing activities

Qualifications and Experience:

Essential:

- Candidates shall have a primary degree in Computing, Engineering or Life Sciences
- Minimum of 3 years relevant experience in a similar role
- The successful candidate must have a track record in project management and collaborative academic/industry research

Desirable:

- A PhD in a relevant discipline will be a distinct advantage
- Experience working in both industry and academic environments would be a distinct advantage

As a summary, the candidate must have:

- Excellent project management skills with a demonstrated track record in successful project delivery from inception to release
- Strong skills in relationship management and engagement with industry partners and funding agencies.
- Strong focus on delivering results in line with academic objectives
- Experience In successfully leading and/or supporting teams
- Strong interest in basic research, applied research and externally funded research
- A pro-active self-starter with the ability to encourage and stimulate cross-group collaboration
- Exceptional communication skills, both written and oral
- Excellent interpersonal skills and an ability to build and nurture relationships
- Strong problem solving and analytical skills and an ability to learn quickly
- High level of proficiency in IT packages including MS Office, MS Project etc.

Closing date: 25th October 2017

Salary scales: €46,452 - €55,974*

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

Informal Enquiries: Informal queries should be addressed to:

Dr. Breda Kiernan, Insight Centre Manager

Email: breda.kiernan@dcu.ie

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://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 641A Research Integration Coordinator, 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. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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