



ADAPT
Education and Public Engagement Officer
(Fixed Term Contract to December 2020)

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and TU Dublin) with that of its industry partners to produce ground-breaking digital content innovations. ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

ADAPT is dedicated to delivering an impactful programme of education and public engagement (EPE) under the theme of '*Engaging in Our Digital World*'. ADAPT's EPE programme aims to empower the Irish public to engage fully in our rapidly-evolving digital landscape and to foster an interest in, knowledge of, and appreciation for the emerging technologies driving change in digital media and technology.

ADAPT's Public Engagement strand aims to engage the Irish public with experiences that incorporate discussion, dialogue and deliberation around the societal implications of future digital engagement. The Education strand aims to foster the skills necessary for citizens to engage effectively in our increasingly digital world and to drive future developments in this important field. Details of our main initiatives are available on our website www.adaptcentre.ie

We now wish to recruit an Education and Public Engagement Officer to join our EPE team. The role will be based at Dublin City University, but the successful candidate should expect to work frequently at our partner institutions. Occasional visits to schools and coordination of public events will also be required.

Duties and Responsibilities

The duties and responsibilities of the position include:

- Support the Education and Public Engagement Manager in the development and implementation of the ADAPT EPE strategy and annual operational plans.

- Facilitate delivery of EPE programmes, ensuring and tracking the input of relevant stakeholders, including ADAPT researchers, community and civic partners, schools, and other relevant collaborators and supporters.
- Contribute to writing of funding proposals for EPE initiatives.
- Coordinate delivery of events such as open days and citizens' think-ins.
- Facilitate delivery of supports for Engaged Research within the Centre.
- Assist with project evaluation and production of evaluation reports.
- Coordinate relevant training and development programmes for ADAPT members.
- Provide administrative support to the Education and Public Engagement Manager and the Research Outreach Coordinator, including production of KPI and metrics reports.

Qualifications and Experience:

The post-holder must hold a degree (ideally in education, science communication, communications/marketing) and have a minimum of three years' relevant work experience in an education, public engagement or communications role in a STEM environment.

In addition, the successful candidate will have:

- Knowledge and practice in STEM public engagement initiatives.
- Demonstrable ability to forge and maintain excellent working relationships with diverse stakeholders.
- Excellent interpersonal, organisational and multi-tasking skills.
- Proven ability to prioritise workload and work to exacting deadlines.
- Excellent written and oral proficiency in English (essential), and strong communication and interpersonal skills, both written and verbal.
- Experience in grant proposal writing and knowledge of Engaged Research methodologies is a distinct advantage.
- Applicants ideally will have a postgraduate qualification in science communication, or a related discipline.
- Experience in an academic research environment, particularly related to education or public engagement in research, is highly desirable.

Competencies Required for this Post

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 their 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: 25th April 2019

Salary scale: *€35,321 - €52,791

*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 enquiries may be addressed to Laura Grehan, Education and Public Engagement Manager, ADAPT laura.grehan@adaptcentre.ie. **Please clearly state the role that you are applying for in your application and email subject line** 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://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Along with the application form, please submit a Cover Letter and a CV (maximum 2-3 pages).

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #RF1205 Education and Public Engagement Officer, ADAPT

Dublin City University is an equal opportunities employer