



**Insight Centre for Data Analytics
Operations Coordinator
Fixed term contract to 31st July 2021**

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 400 researchers from Ireland's leading ICT centers to develop a new generation of data analytics technologies in a number of key application areas.

The €150m 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 220 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

Role & Function

The Insight Centre at Dublin City University now wishes to recruit an Operations Coordinator on a fixed-term full-time contract basis with primary responsibility for ensuring the running of the highly professional, proactive and comprehensive research support function within Insight.

This position is based at Dublin City University. The post holder will work closely with Insight's Funded Investigators and collaborate closely and trouble-shoot with the wider Operations team. As a member of the Operations team within Insight, the post-holder will report to the Centre Manager and the Centre Director at DCU.

Duties and Responsibilities:

The successful candidate will coordinate and lead a broad range of tasks related to pre- and post- award administration and project management support.

The Operations Coordinator will undertake duties and responsibilities that will include, but are not restricted to, the following activities:

- Work closely with the Operations team to help achieve the requirements of the Centre with respect to commitments made to funding agencies and all external stakeholders
- Work closely with Insight Principal Investigators (PIs) and Funded Investigators (FIs) at DCU to ensure the responsiveness of the Operations team to their needs and to support the PIs/FIs and their research teams in adjusting to new situations and opportunities.
- Oversight of Centre internal and formal reporting to Central Operations unit, committees, funding agencies, partners and clients
 - Financials including projections of income and expenditure
 - Technical progress on external and internal projects
- Build and maintain relationships with members of the respective DCU Faculties, Schools

and Support units such as Finance, HR, RIS, INVENT etc., to maintain good working relationships on behalf of Insight

- Engagement, trouble-shooting and interactions with relevant DCU stakeholders on
 - Staff/HR including recruitment and retention plans
 - Infrastructure and facilities
 - Preparation of research proposals, tenders, contracts and project reporting to funders
 - Management of compliance e.g. with contracts, IP, health & safety, branding, GDPR
- Solving complex problems on behalf of the Centre Manager and Centre Director.
- Maintain awareness of activities across Insight@DCU and enhance organizational efficiency through dissemination of ideas/technology/expertise across programmes
- Other roles as assigned by the Centre Director or his/her nominee.

Experience and Qualifications

The successful candidate will have:

- A PhD in a relevant field
- Have a minimum of 3 years professional experience in research administration leadership
- Be familiar with Research Centre and University Administrative procedures
- An ability to influence individuals at all levels and to work well as part of a team
- Able to decide on the appropriate action and monitor subsequent performance
- A number of years of experience in change management and team leadership
- A proven track record supporting both Exchequer and non-Exchequer funded research projects in a higher education environment.

Closing date: 15th May 2019

Salary scales: €51,992 - €73,828 per annum (Admin I)

*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.

Informal Enquiries: Informal queries should be addressed to

Name: Dr. Breda Kiernan

Email: 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 <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:
RF1215

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

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