



**Insight Centre for Data Analytics
Project Officer (Grade IV)
Fixed term contract to 31st August 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 a Project Officer on a fixed-term full-time contract basis with primary responsibility for providing a highly professional, proactive and comprehensive research support function for multiple industry funded projects within Insight.

This position is based at Dublin City University. The post holder will work closely with Insight's Funded Investigators, Research Integration Co-ordinators and Financial Accountant. As a member of the Operations team within Insight, the post-holder will report to the Centre Manager and the Centre Director at DCU. The position forms part of a broader Operations team within Insight and the post-holder will be expected to collaborate closely with other members of the team.

Duties and Responsibilities:

The successful candidate will provide post award administration, project management and co-ordination support.

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

- Act as project and administrative coordinator for several research projects as required working alongside the Research Integration Coordinator who ensures project deadlines are achieved. Compile metric information for Principal Investigators, SFI and other sources, as requested.
- Provide full administrative support for several projects including organising project events, including consortium meetings, maintaining agendas and minutes at meetings. Managing the tracking of timesheets, coordinating annual financial and technical reports in collaboration with the Research Integration Coordinator and Insight Financial Accountant, monitoring payment of suppliers, purchased materials, purchase reports and planning travel.
- Coordinate and implement project events such as workshops and conferences. Coordinate all project/programme meetings (at all levels from full team to individual researchers).
- Working with the Insight Financial Accountant and Research Integration Coordinator, coordinate and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties.
- Responsibility for managing the tracking/reporting of project/programme metrics, including budgeting, financial progress reporting and highlighting potential issues (i.e., overspends) and deviations from budget to the Insight Financial Accountant and Research Integration Coordinator.
- Contribute to the preparation of governance/annual/quarterly and monthly metrics reports for each project and programme.
- Compile and submit project financial reports in consultation with Insight Financial Accountant, as required.
- Manage Insight Purchasing System including accounts payable (invoicing, supplier queries and liaison with the Finance Dept. Set up suppliers on the system, assist vendors with payment/invoicing issues, and oversee bank transfers for payments.
- Oversee tendering associated with the projects, in accordance with public sector procurement regulations.
- Liaise regularly on project related matters with the respective Research Integration Coordinators and maintain appropriate communications channels.
- Contribute to the engagement process with Partner Institutions and/or industry partners as required.
- Contribute to a communications framework for projects that would include websites and dissemination materials, as appropriate.
- Coordinate and support the recruitment process where required for new staff and students.
- Build relationships with and interact with key stakeholders across the Support Units within DCU to ensure accurate and timely reporting and progress of the projects against deliverables.
- Troubleshooting on issues as they arise 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.

Experience and Qualifications

The post-holder must possess a primary degree or equivalent and three years' relevant work experience. In addition, the successful applicant must have:

- A proven track record supporting both Exchequer and non-Exchequer funded research projects in a higher education environment.
- Project management training and/or experience in working with research funded projects is

an essential requirement.

- Knowledge of SFI Research Centre and University Administrative procedures is also an essential requirement for this position.
- Experience of working in Higher Education environments with experience of administering research projects in complex environments (e.g. multiple partners / stakeholders).
- Excellent organizational skills, with the ability to co-ordinate and progress the tasks associated with the post on own initiative and contribute to the on-going development, refinement and co-ordination of the project management process.
- Demonstrated experience of managing and prioritising a varied workload and must show flexibility and adaptability in their approach to tasks.
- The ability to work effectively as part of wider administrative and project teams.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service whilst interacting with senior academics from multiple countries and business owners.
- The ability to work effectively to deadlines and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.

Desirable:

- A degree in Engineering, Computing or a Life Sciences discipline
- A qualification in Event Management or Media & Communications
- Experience with updating and maintaining social media platforms

Competencies required for this post are:

- **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 his/her 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

Mandatory Training:

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Closing date: 2nd September 2019

Salary scale: €35,321 - €52,791* per annum

* Appointments 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

Name: Dr. Breda Kiernan, Insight Centre Manager - **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:
#RF1252A Project Officer (Grade IV)

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

Dublin City University is an equal opportunities employer

