Applications are invited from suitably qualified staff for the following position:

**Project Officer**  
**Administrative Assistant IV**  
**Insight SFI Research Centre for Data Analytics**  
**Fixed term contract to 31st August 2021**

**Organisational Overview**

The Insight SFI Research 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 Profile**

The Insight Centre at Dublin City University now wishes to recruit a Project Officer on a fixed-term full-time contract basis. The role holder will be asked with 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 work closely with other members of the team.

**Duties and Responsibilities:**

Please refer to the job description for a full list of duties and responsibilities associated with this role.
Experience and Qualifications
The post-holder must possess a primary degree or equivalent and three years relevant work experience. In addition, the successful applicant will 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
- 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

Mandatory Training
The post-holder will be required to undertake the following mandatory compliance training:

Orientation, Health and Safety, and Data Protection (GDPR). Other training may need to be undertaken when required.

Competencies:

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.

**Salary Scale:** Administrative Assistant IV, €35,939 - €53,715

**Closing date:** 27th of February 2020

**Informal Enquiries in relation to this role should be directed to:**
Informal enquiries may be addressed to Dr. Breda Kiernan, Centre Manager & Business Development Manager.

Email: Breda.kiernan@insight-centre.org.

Phone: 01 7007931

*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://www.dcu.ie/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 e-mail with your completed application form to hr.applications@dcu.ie or by post to the Human Resources Department, Dublin City University, DCU Glasnevin Campus, Dublin 9, D09W6Y4.

*Please clearly state the role that you are applying for in your application and email subject line:*
Job Ref #RF1329 Project Officer, Administrative Assistant IV

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.