



**Insight Centre for Data Analytics
Secretary Grade II/Accounts Assistant
Fixed term contract to 30th June 2020**

Overview

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is an SFI funded Research Centre which brings together researchers from University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions, Trinity College Dublin (TCD), University of Limerick (UL), National University of Ireland, Maynooth (MU) and Tyndall National Institute. It creates a critical mass of more than 400 researchers from Ireland's leading ICT clusters to carry out research on a new generation of data analytics technologies in a number of key application domain areas, such as Health and Human Performance, Smart Communities, Internet of Things, Enterprise and Services and Sustainability and Operations.

The €150m Centre is funded by Science Foundation Ireland and a wide range of industry and European Union 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 Secretary/Accounts Assistant on a fixed-term full-time contract basis with primary responsibility for providing a highly professional, proactive and comprehensive support function for Insight.

This position is based at Dublin City University. 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 duties and responsibilities of the position include:

General Administration

Day-to-day running of the General Office:

- Meet and greet visitors to Insight from reception.
- Provide support to the Centre Manager and Centre Director in the general administration of Centre activities, including diary management and maintaining appropriate records and files.
- Submission of fire safety forms and logging calls with estates for building problems e.g.

lights, heating, water leaks, etc.

- Monitor and order access cards, stationery, print cartridges, lab notebooks, etc.
- Raise purchase orders. Collect and distribute incoming and outgoing mail and deliveries, resolving any issues with orders, e.g. delivery dates, delays, etc. and submitting all delivery dockets.
- Book meeting rooms and respond to meeting room requests, including catering.
- Attend Operations and Centre staff meetings, taking minutes.
- Liaise with HR, Finance, RIS, Registry and other University units on relevant matters.
- Bring to the attention of the Centre Manager and Centre Director issues which affect the operational efficiency of the Centre.

Financials

- Prepare expenses and assist staff with travel bookings, including arrangements for visitors.
- Approve purchase orders for travel and ensure travel reports and back up documents are presented so booking can be made promptly.
- Work with Agresso to reconcile invoices with Purchase Order details and approve payments.
- Answer supplier queries and resolve invoice related issues.
- Assist in closing unreconciled orders to maximize budgets.
- Working with Excel spreadsheets

Communication

- Provide administrative support as required in preparation for and running of certain Centre activities including periodic committee meetings, bi-annual Scientific plenary sessions, review meetings and other similar events.
- Assist with arranging Centre staff activities, including training, team building and Christmas party.
- Provide communications support by updating the Centre website and twitter feed and ordering marketing materials as required.

Experience and Qualifications

Essential:

- Candidates must hold a leaving certificate or equivalent and three years' relevant experience.
- Candidates must have experience in processing invoices.
- Experience dealing with students, staff and industry stakeholders.
- Strong organizational skills together with excellent interpersonal skills.
- High proficiency with IT Programmes (Word, Excel and PowerPoint).
- A willingness to learn new approaches and new software packages is essential.
- Ability to be flexible, work as part of a team, under pressure and to tight deadlines.

Desirable:

- Experience with Agresso and Drupal would be advantageous.
- Experience with updating website content and twitter feeds would be advantageous.

Closing date: Monday 1st July 2019

Salary scales: €27,004 - €33,543*

*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: Job ref #RF1238 Secretary Grade II/Accounts Assistant

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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