Science and Technology Enhancement Platform (STEP) Research Administration Unit

Financial and Administrative Officer for Research Projects (Grade IV)

Fixed Term contract up to 12 months

Background

Dublin City University (www.dcu.ie) is a research intensive, globally engaged, dynamic institution which has developed its own research specialists, established internationally recognized centres of excellence that have substantive collaborative links with leading universities and industrial partners. DCU is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation DCU acts as an agent of social, cultural and economic progress. DCU is Ireland’s fastest growing university and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick’s Campus and CU All hallows campus. DCU has a strong track record in attracting both Irish and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. We offer a dynamic and internationally-focused environment in which to advance your academic career.

The Role

The Science and Technology Enhancement Platform (STEP) at DCU is recruiting a Financial and Administrative Officer for a full time post in the Research Administration Unit. The officer will be accountable for providing a professional and comprehensive administrative, financial and project management service to specified research projects. The role will assist with a range of activities associated with large research awards, including but not exclusively, co-ordination of projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Administrative Officer will be managed by the STEP Research Administration Unit Manager and will work closely with the Principal Investigators leading the projects and also with Unit supported Research Centres. The workload will be distributed across the projects in line with their operational needs and the needs of the unit.

Principal Duties and Responsibilities:

Please refer to the Job Description for a full list of duties and accountable tasks associated with this role.

Qualifications, Skills and Experience Required:

The ideal candidate must have:

- A primary degree or equivalent and ideally three years relevant work experience.
• A project management qualification, and/or experience in post award EU funded project co-ordination is required.
• A proven track record in project management over a number of years, preferably in a higher education environment.
• Excellent communication and social skills with strong adherence to delivering outstanding service.

The post-holder will be well organised, display proficient ability to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management process. The post-holder must also possess the ability to work effectively as part of wider administrative and project teams.

**Mandatory Training**
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

**Candidates will be assessed on the following competencies:**

1. **Building & Maintaining Relationships**

   Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take a focused managerial approach to developing contacts throughout DCU. Experience of working successfully in a team environment.

2. **Personal Effectiveness/Excellence**

   Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. Is effective in planning, organizing and managing their workload and imparting information necessary to meet project deadlines. Strives to achieve the highest standards in the completion of tasks, have effective time management skills and the ability able to multi-task and prioritise in a busy deadline driven work environment.

3. **Knowledge of the Organisation/Sector**

   The ability to comprehend the research sector and the structures, processes and relationships associated with it in an international, national and local context. Understand the pressure associated with the research activity and is therefore well placed to deal with it appropriately. Demonstrate a thorough comprehension of all aspects of the research administration processes including the staffing and financial functions. Practical knowledge of successfully administering and co-ordinating research projects.

4. **Communication**

   Communicates in a clear manner and actively listens and engages to gain comprehension. Uses a variety of methods to impart knowledge in a professional way and appropriate to the audience. Displays the ability to convey the project demands to relevant stakeholder in an engaging and convincing manner in order to manage the project effectively.
Additional Information

Salary: Admin Assistant - €35,939 - €53,715 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.

Closing Date: 13th March 2020

Informal Enquiries in relation to this role should be directed to:
Jennifer Egan, Research Project Administration Manager, STEP Research Administration Unit, Email; Jennifer.egan@dcu.ie and phone: (01) 7006991.
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 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 #ST1342 Financial and Administrative Officer.

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.