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:

The successful candidate will provide post award administration including financial, project management and Project co-ordination assistance across several projects as determined by the STEP Research Administration Manager. The post-holder will have a proven track record of managing and prioritising a varied research administration workload and must show flexibility and adaptability whilst discharging their duties.

The Administrative Officer will undertake duties and be accountable for tasks that will include, but are not restricted to, the following activities:
Act as administrative co-ordinator and primary point of contact for several research projects as required;

Work with other Project Coordinators and Principal Investigators to ensure project deadlines are achieved;

Coordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties;

Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels; Co-ordinate engagement with Partner Institutions; Plan, organise and attend project meetings and teleconference calls;

Coordinate and implement project events such as workshops and conferences

Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system if required;

Accountability for tracking/reporting of project/programme metrics, including budgeting and financial progress reporting;

Develop and maintain a communications framework for projects that would include websites and dissemination materials;

Coordinate all programme meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept;

Coordinate and assist with the recruitment process where required for new staff and students;

Assist with the projects as appropriate and as requested by the DCU-based Principal Investigators or Project Coordinators;

Build relationships with and interact with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting;

Liaise closely with the PI’s, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting.

Work to anticipate and resolve any financial or operational issues arising.

Coordinate and implement running of regular project activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events;

Assist the Principal Investigator in the compilation of metric information for SFI, central DCU requests or any other requesting party as required.

Provide comprehensive budget and financial planning assistance to PIs/Researchers assisted by the STEP Administration Unit, in consultation with the Finance Office, Research Support Office and DCU Research and Enterprise Hubs.

Provide appropriate advice and financial information and reporting to the STEP Operations Manager, Centre Directors and PIs in all areas of Financial Administration relating to Unit support research.

Ensure full integration of new research awards into STEP administration Unit.

Provide appropriate advice and financial information to the STEP Operations Manager, Centre Directors and PIs and STEP Unit Project Administrators in all areas of Financial Administration relating to Unit support research.

Oversee and assist the procurement function for the unit, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.

Ensure STEP Unit is compliant with both DCU and Funding Agency Financial Procedures and regulations.
• Build relationships with and interact with key internal and external including other DCU Departments, partner Academic Institutions and Industrial Collaborators.
• Other tasks as established by the STEP Operations Manager.

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.