Science and Technology Enhancement Platform (STEP) Research Administration Unit

Administrative Officer for Research Projects (Grade IV)

(Fixed term contract up to 3 years)

The Science and Technology Enhancement Platform (STEP) at DCU is recruiting an Administrative Officer for a 3 year full time post for the Research Administration Unit. The officer will be responsible for providing a professional and comprehensive administrative and project management service to research projects. The role will support a range of activities associated with large research awards, including but not exclusively 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. The workload will be distributed across the projects in line with their operational and deadline needs and the needs of the unit.

Duties and Responsibilities:

The successful candidate will provide post award administration and project management support across several projects as determined by the STEP Research Administration Manager. The post-holder will be capable of managing and prioritising a varied workload and must show flexibility and adaptability whilst discharging their duties.

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

- Act as project manager and administrative co-ordinator for several research projects as required;
- Work with the 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;
- Manage engagement with Partner Institutions;
- Plan, organise and attend project meetings and teleconference calls;
- Coordinate, manage and implement project events such as workshops and conferences;
- Compile and submit project financial reports using the relevant on-line system if required;
• Responsibility for managing the tracking/reporting of project/programme metrics, including budgeting and financial progress reporting;
• Contribute to the preparation of governance/annual/quarterly and metrics reports for each project and programme;
• Develop 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 support the recruitment process where required for new staff and students;
• Support 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;
• Oversee tendering associated with the project, in accordance with public sector procurement regulations;
• Provide regular financial reports to PI’s and STEP Administration Manager for management purposes and highlighting potential issues (i.e., overspends) and deviations from budget;
• Provide administrative support as required in preparation for and running of regular project activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events;
• Other tasks as determined by the STEP Research Administration Manager;
• Assist the Principal Investigator in the compilation of metric information for SFI, central DCU requests or any other requesting party as required.

Experience and Qualifications

The post-holder must possess a primary degree or equivalent and at least three years relevant work experience. Applicants for this post must have a proven track record in project management over a number of years, preferably in a higher education environment. A project management qualification, and experience in managing EU funded projects would be a distinct advantage. S/he will be well organised, be able 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 processes. The post-holder must possess the ability to work effectively as part of wider project teams. She/he must also have excellent communication and interpersonal skills.

The competencies required for this post are

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 approach to developing contacts throughout DCU.
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 and managing their workload.

3. Knowledge of the Organisation/Sector

The ability to understand 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.

4. 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. Can communicate the project demands to relevant stakeholder in an engaging and convincing manner in order to manage the project effectively.

**Salary Scale:** €37,361 - €50,750

€33,625 - €46,675*

*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience

**Closing Date:** 14th November 2014

Application forms are available from: [http://www4.dcu.ie/hr/vacancies/current.shtml](http://www4.dcu.ie/hr/vacancies/current.shtml) and from the 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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