Dublin City University
Centre for Next Generation Localisation
Research Integration Officer
(2 Year Contract)

The Centre for Next Generation Localisation (CNGL) is a collaborative academia-industry research centre dedicated to delivering disruptive innovations in digital intelligent content, and to revolutionising the global content value chain for enterprises, communities and individuals.

Drawing on CNGL’s globally unique set of world-class expertise in each of the principal scientific areas underlying global intelligent content, CNGL aims to pioneer development of advanced content processing technologies for content creation, multilingual discovery, translation and localisation, personalisation, and multimodal interaction across global markets. These technologies will revolutionise the integration and unification of multilingual, multi-modal and multimedia content and interactions and drive innovation across the global content value chain.

CNGL comprises over 150 researchers developing novel technologies addressing key challenges in the global digital content and services supply chain with the objective of producing substantial advances in the basic and applied research underpinning the design, implementation and evaluation of a ‘Next Generation Localisation’ framework.

CNGL provides a world class collaborative research infrastructure, including computing facilities, administrative, management and commercialisation support.

*Our work is guided by the vision of enabling people to interact with content, products and services in their own language, according to their own culture, and according to their own personal needs.*
Due to continued growth and diversification of CNGL research activities through EU framework programmes and affiliated projects, we now wish to recruit a Research Integration Officer to lead project management and administration activities across multiple research and commercial projects in the area of Machine Translation.

**Function**

- The central role of the Research Integration Officer position will be to facilitate efficient acquisition, management, and integration of multiple CNGL commercial and research projects through the application of project acquisition, management and communications strategies, in addition to their scientific expertise.
- The successful candidate will be responsible for the management and administration of multiple research projects in the areas of Natural Language Processing and Machine Translation and will divide his/her time equally across commercial projects (50%) and EU research projects (50%). This person will report to the local Principal Investigators (with regards to the relevant EU research projects), the CNGL Deputy Director, and the CNGL Associate Director (with regards to commercial projects).

**Project/Programme Role**

The primary responsibilities are:

- Assist the Principal Investigators in the acquisition and delivery of specific programme objectives, deliverables and milestones within research projects. This will involve:
  - Identifying appropriate national and international funding opportunities
  - Providing support and co-ordination of national and international (e.g. EU) project applications
  - Maintaining a current project plan for individual projects
  - Providing regular updates on research progress to the Principal Investigators, alerting them to emerging technical issues or timeline slippage in a timely fashion
  - Managing team communication systems, both within and across projects and programmes.
  - Coordination of all programme meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept.
  - Alert Deputy Director/Associate Director to resource allocation issues
- 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.

- Work with Principal Investigators, Senior Researchers and the Design & Innovation Lab in developing and executing commercially-driven research projects. This will involve:
  - Maintaining a project plan for individual projects
  - Engaging with potential industry partners (including existing CNGL commercial partners) to identify areas for potential commercialisation of research and to develop projects based on the commercial use-cases
  - Identifying and applying for additional research funding opportunities at a national and international level in the areas of applied/commercial research
  - Managing projects and ensuring the delivery of commercially-relevant outcomes
  - Liaising with relevant personnel (Commercialisation Manager, IP Manager, Design & Innovation Lab Leader) in order to achieve appropriate licensing and/or release of project outcomes.

Team Role

- Maintain awareness of activities across the CNGL and enhance organisational efficiency through dissemination of ideas/technology/expertise across programmes
- Liaison with the CNGL IP manager for relevant Project/Programme IP issues
- Provide assistance to Finance Administrator with budgetary reporting/analysis
- Provide assistance with writing of reports and grant applications, where appropriate
- Liaison with the CNGL Design & Innovation Lab for new commercial engagements
- Act as point of contact for a number of CNGL external stakeholders and work closely with partners on technical areas of mutual interest to facilitate external CNGL collaborations.
- Monitor research and applied-research funding opportunities at national and international level and provide co-ordination and support for grant proposal writing activities.

Qualifications:
Candidates shall have a Masters degree level qualification in Computing or a relevant area. A PhD in an area related to Language Technology or Machine Translation would be highly advantageous. A minimum of two years post doctorate research and / or equivalent industry
research & development experience in a relevant discipline is required. The successful candidate must have a track-record in project management and collaborative academic / industry research; experience in both industry and academic environments would provide a distinct advantage.

**Salary scale:** €37,750 - €56,442 (*subject to experience & qualifications*)

**Closing date:** 13th September 2013

**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 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.

*Dublin City University is an equal opportunities employer*