

Research Centre: Research & Innovation Support Office
Post Title: Research Projects Administrator (Grade IV)
Post Duration: 9 Months Fixed Term

Background

The Research Support office at DCU provides professional advice and support to staff and researchers at DCU for a range of activities associated with internal and external research funding and international collaborations.

We now welcome applications for the role of experienced Research Administrator (with Research IT Systems experience) to join our team on a 9 month fixed term contract.

Duties and Responsibilities

The Administrator will manage the tender process, acquisition, implementation, integration, troubleshooting and training of the new product. Specifically:

- Project-manage the implementation of the new research information system, including:
 - Management of the tender process.
 - Support the product vendors in the migration of historical data from existing databases to new one. This will involve matching the fields from both databases to enable appropriate transfer of information.
 - Collaborate with other units in order to link the new system to existing DCU systems and determine workflow (i.e. Core HR, ITS, Agresso, e-prints, Drupal, etc.)
 - Plan and deliver system rollout to key stakeholder groups and develop appropriate training sessions per user category.

In addition, the Administrator will have associated responsibilities include the following:

- Update and maintenance of the Research Support website, including news and tasks related to the update of the research content of the DCU website.
- Managing the digital communication and outreach for Research Support (i.e. Linked- In notifications, RIS newsletter, etc.)
- Compilation and generation of metrics reports

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 and administration, preferably in a research or higher education environment. Experience with research metrics and key performance indicators for research and innovation, with a good understanding of the research administration environment are essential for this role. Familiarity with implementation of software/database systems, software technical knowledge, project management experience and website content management systems are highly desirable.

S/he will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and be motivated, self-driven and action orientated. 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 - €45,675*

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

Appointment will be commensurate with qualifications and experience

Closing Date: 19th December 2014

The candidate should be available for interview on Wednesday 7th January 2015.

It is envisaged that the contract will commence in February

Informal inquiries by phone can be directed to Dr Ana Terres on 01 700 7011.



Application forms are available from:

<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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