Operations Manager

STEP Research Administration Unit

3 Year Fixed Term Contract

Background
DCU launched its Strategy for Research and Innovation in June 2013. DCU sets out to be recognised internationally as a globally engaged research-intensive university of enterprise that is distinguished by its focus on translation of knowledge to societal and economic benefits. DCU aims to align its research activities to address selected ‘grand challenges’ of national and international importance. To do so, and based on its areas of academic excellence, DCU is organising its research and innovation structures and is setting up a new unit called Science and Technology Enhancement Platform Research Administration unit. The main objectives of this unit will be:

1- To provide operational excellence in the post-award administration and management of research projects
2- To provide support to the directors of DCU national centres in order to implement efficiencies of scale related to the administration of such centres.

DCU is now recruiting an Operations Manager to set up this unit and to manage its operations.

Role
Reporting to the Director of Research Support, and working very closely with the Hub and Platform directors, the Operations Manager will be required to set up and develop the STEP Research Administration unit and to develop a strategy for the efficient operation of same.

In order to achieve the above objectives, the Operations Manager will be responsible for the following tasks:

- Set up the new STEP Research Administration Support Unit, develop it and implement novel operational procedures to achieve operational excellence.
- Develop an appropriate medium and long term sustainability strategy for the Unit.
- Develop a working model for the unit that will deliver operational excellence in all aspects related to Research Centre Administration and Support of all post-award related process in the management of the research portfolio of projects.
- Develop an operational policy for the unit which will contribute to the long term embedding of the unit with existing university structures.
- Provide leadership and direction to the Unit with respect to both the short term and long term strategic goals of DCU and to represent the Unit both internally and externally.
- Direct and manage the STEP Research Administration Team and the day to day operations of the unit and develop the capabilities of the team to international standards, providing leadership, mentorship and support to team members to develop their skills and expertise in research management.
- Develop efficient procedures to manage post award financial processes such as reporting (to funding agencies and DCU PIs), financial management of projects, etc. in order to minimize duplication of function and to implement these effective operational processes in collaboration with the finance office.
• Collaborate with relevant central units to develop effective processes for the recruitment of post-doctoral researchers and PhD students.
• Facilitate rapid project start-ups through close cooperation with the Principal Investigator and liaison with central support units (RIS, HR, finance, buildings, etc.) in compliance with the Units operating procedures.
• Work closely with the Hub Academic Directors and the STEP Director to ensure appropriate resourcing of Research Centres and large Scale Research initiatives as required.
• Provide regular management reporting to the Director of Research Support on the unit activities, financial data, etc.
• Integrate STEP with existing administrative support units outside STEP such as those in SFI funded centres to exploit synergies and optimise activities across DCU.
• Integrate operations with the Academic Hub Directors Support team in order to provide seamless support during the proposal preparation process through to the end of the research project.
• Support the Academic Hub Directors and the proposal development team during the coordination and preparation of large scale research proposals.
• Support the Academic Hub Directors, STEP Director or Centre Directors in the organising and coordinating logistical support for visits by potential partners to relevant research teams and facilities.
• Liaise with the Centre Directors in order to coordinate and streamline service provision to the centres, in particular for:
  o the financial management of their centre and report to the relevant Centre Director/Management Committee in terms of expenditure planning and monitoring, balance reporting, and generation of projections.
  o in ensuring the effective day to day operation of facilities through their relevant space envelope.
  o Coordination of annual budget submissions
  o Ensure proper administration and scheduling of centre management committee meetings.
  o Managing the supply chain and store control for their centres.

Qualifications and Experience
Applicants should have minimum qualification honours science/engineering degree. An MBA or Master in Management or a PhD in Science or Engineering would be a distinct advantage. Applicants should have experience in the management of research projects and proven ability in managing administration teams in an academic environment.

Candidates for this position must possess excellent management and communication skills, and should possess the following personal attributes:

• Ability to work with a variety of stakeholders, partners and individuals at all levels
• Innovative thinker and self-starter, with excellent problem solving skills
• Performance oriented and ability to deliver according to agreed targets and deadlines
• Strong analytical, administrative and time management skills
The appointment will be made on a fixed term contract basis. An attractive salary commensurate with the successful applicant’s experience will be offered to the holder of this post.

Closing date for receipt of applications is **Friday 23rd May 2014**.

Interviews will be held on **Thursday 12th June 2014**.

Informal enquiries should be directed to Dr. Ana Terres. Email: ana.terres@dcu.ie or Tel: +353 (0)1 700 7011.

Applications forms are available at: http://www4.dcu.ie/hr/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500 Email: hr.applications@dcu.ie

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