



Applications are invited from suitably qualified candidates for the following position

Secretary (Grade III)

ADAPT

Fixed Term Contract up to December 2025

Dublin City University

Dublin City University www.DCU.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

ADAPT

ADAPT is the world-leading SFI research centre for AI Driven Digital Content Technology, coordinated by Trinity College Dublin and based within Dublin City University, University College Dublin, Technological University Dublin, Maynooth University, Munster Technological University, Athlone Institute of Technology, and the National University of Ireland Galway. ADAPT's research vision is to pioneer new forms of proactive, scalable, and integrated AI-driven Digital Content Technology that empower individuals and society to engage in digital experiences with control, inclusion, and accountability with the long term goal of a balanced digital society by 2030. ADAPT is pioneering new Human Centric AI techniques and technologies including personalisation, natural language processing, data analytics, intelligent machine translation human-computer interaction, as well as setting the standards for data governance, privacy and ethics for digital content.

Role Profile

We now wish to recruit a Secretary to provide comprehensive administrative support to the ADAPT Centre at DCU. The individual will support the ADAPT operations, including the Deputy Director in the ongoing operations and growth of its activities. They will facilitate the achievement of the ADAPT Centre's objectives by the effective support of coordination of its resources and operations, including financial and administrative duties as a member of the Operations Team.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply.

Please note staff must have successfully completed their probationary period

In addition to the [internal service criteria](#), the ideal candidate will have:

- Candidates must hold a recognised secretarial qualification (NFQ level 5)
- At least 5 years' relevant experience, ideally in a research environment
- Excellent communication, administrative and IT skills are essential
- Knowledge of the use of the Agresso system would be an advantage
- Experience of event organisation and management is also highly desirable

The Key Competencies for this post are as follows:

Building & Maintaining Relationships: Has the ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation.

Personal Effectiveness/Excellence: Continuously strives to achieve high standards in the completion of tasks and in our approach to working with people.

Team working: Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Knowledge of the Organisation/Sector: The ability to continuously learn and understand the structures, processes and relationships within ADAPT. Develops confidence in what they know about ADAPT.

Essential Training

The individual will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Secretary (Grade III): €35,124 - €44,667

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Friday 28th January 2022. It is envisaged that the interviews will take place on Monday 14th February 2022.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Title. Professor Andy Way, Deputy Director, ADAPT Centre, Dublin City University.

Phone + 353 (0)1 7005074 Email: andy.way@adaptcentre.ie

Please do not send applications to this email address, instead apply as described below.

Application Procedure:

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (internal applicants)

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #RF1613 Secretary Grade III ADAPT

Dublin City University is an equal opportunities employer.

In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available in the [DCU Policy Starter Packs](#)