

<b>Research Centre</b>	Insight SFI Research Centre for Data Analytics
<b>Post Title</b>	Research Communications Administrator
<b>Post Level</b>	Professional 4
<b>Post Duration</b>	Fixed Term Contract up to 24 Months

### **Dublin City University**

Dublin City University (DCU) 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’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **The Insight SFI Research Centre for Data Analytics**

The Insight SFI Research Centre for Data Analytics (<http://www.insight-centre.org>) is an SFI funded Research Centre which brings together researchers from University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions, Trinity College Dublin (TCD), University of Limerick (UL), Maynooth University (MU) and Tyndall National Institute. It creates a critical mass of more than 400 researchers from Ireland's leading ICT clusters to carry out research on a new generation of data analytics technologies in a number of key application domain areas, such as Health and Human Performance, Smart Communities, Internet of Things, Enterprise and Services and Sustainability and Operations.

The €150m Centre is funded by Science Foundation Ireland and a wide range of industry and European Union partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 220 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

### **Role Profile**

The Research Communications Administrator reports to the Centre Manager and Centre Director at the Insight SFI Research Centre for Data Analytics. The Research Communications Administrator will principally support the collection, development and writing of research communications content. This content will fold into the Insight communications strategy, be related to events promotion and development of publicity materials for research projects across [Insight@DCU](mailto:Insight@DCU). The successful candidate will have the opportunity to make the role their own depending on their interests and experience, in response to the priorities of the Site.

### **Principal Duties and Responsibilities**

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

#### **Communications**

- Write, edit, and distribute content, including press releases, website and social media platform content, annual reports, speeches, talking points and other marketing material that communicates the activities of our researchers to the public.
- Field media enquiries for [Insight@DCU](mailto:Insight@DCU) public engagement, connecting journalists, panel requests, etc. with appropriate representatives when requiring scientific or technical expertise or Centre positions on specific topics.
- Establish and maintain effective relationships with the DCU and Insight communications teams, the Research Integration Coordinators, Project Officers and Commercialisation Support Officers within the Operations team to support the communication of activities of our researchers.
- Maintain records of media coverage and collate analytics and metrics for annual and progress reports.

- Contribute to a communications framework for research projects that would include websites and dissemination materials, as appropriate.
- Seek opportunities to enhance the reputation of the brand, and coordinate publicity events as required.
- Seek opportunities to communicate with the public on our research and enhance the public engagement activities for our researchers.
- Be a key support for relevant Insight@DCU events such as trade fairs, exhibitions and consumer events and attend and represent the Centre where necessary.
- Assist with updating Insight@DCU's social media platforms - ensure messaging is consistent across platforms and that all channels are connected.
- Monitor industry trends as they relate to the marketing and communications of Insight activities
- Keep current with developments in communications, digital tools, social media and relevant legislation in order to adhere to legal requirements and best practice, and future proof Insight's content and platforms.
- Produce regular updates on social media engagement and on web traffic through Google Analytics as well as other reports as required

### **Events**

- Play a leading role in the planning and organisation of demonstrations of collaborative research outcomes at public and industry events. Organise logistics, invitation list, agenda, venue booking, event scheduling, collating, updating, coordinating and promoting relevant information through a variety of media.
- Assist with the organisation of site visits for research bodies, industry collaborators and funding agencies, and assist in the preparation of associated literature and paperwork where necessary.
- Assist with the organisation of Insight conferences, workshops, funder reviews and events according to the schedule of the Insight event planner.
- Help research teams present their work in a manner suitable to the relevant audience.
- Assist with promotion and coverage of events on social media, newsletters, websites, LinkedIn etc.

### **Administrative**

- Provide support to the Centre staff, Centre Manager and Centre Director in the general administration of Centre activities.
- Provide cover for the Insight General Office when required – to include managing diaries, travel, phone, multiple email accounts, letters, staff and student requests, desk spaces for hot-desking and new staff, meeting room bookings and catering, meet and greet visitors to Insight from reception.

### **General**

- Working with the relevant members of the Insight Operations, Communications and Business Development teams, play a leading role in ensuring the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports related to events, research communications and social media outputs, as requested.

- Maintain effective relationships with Insight Business Development, Operations teams, researchers, relevant Communications departments in our host and partner institutions, funder agencies and other stakeholders.

**Please note: Some travel nationally will be required for this role.**

### **Qualifications, Skills and Experience Required**

The successful candidate will have:

- The ideal candidate must have a primary degree in the area of marketing, media or other relevant area.
- The successful candidate should have a minimum of three years' relevant experience working in communications.
- The successful candidate will be well organised, capable of co-ordinating and progressing tasks on their own initiative and be able to contribute in a collaborative way to the Operations team.
- S/he will have excellent written, communication and interpersonal skills.
- A qualification or experience working in science communication would be a distinct advantage.
- Experience working in a Research Centre or University environment would be a distinct advantage.

### **Essential Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

***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](#)***