Research Centre	Insight SFI Research Centre for Data Analytics
Post Title	Projects and Reports Coordinator
Post Level	Professional 6
Post Duration	Fixed term contract to 30ᵗʰ June 2025

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 Insight Centre at Dublin City University now wishes to recruit a Projects and Reports Coordinator on a fixed-term full-time contract basis with primary responsibility for ensuring both the successful running of live research projects and Centre activities and the reporting of the outputs of these activities – financial, technical and outreach - to our various funders and stakeholders.

This position is based at Dublin City University. The post holder will work closely with Insight's Funded Investigators and collaborate closely and trouble-shoot with the wider Operations team. As a member of the Operations team within Insight, the post-holder will report to the Centre Manager and the Centre Director at DCU.

Principal Duties and Responsibilities

The successful candidate will coordinate and lead a broad range of tasks related to post award administration and reporting and project management support:

The Projects and Reports Coordinator will undertake duties and responsibilities that will include, but are not restricted to, the following activities:
- Work closely with the Operations team to help achieve the requirements of the Centre with respect to commitments made to funding agencies and all external stakeholders
- Work closely with Insight Principal Investigators (PIs) and Funded Investigators (FIs) at DCU to support their research team needs:
    - Facilitate relationships between teams, move initiatives forward, find resources, escalate and raise concerns to appropriate decision-makers early and resolve open issues that prevent successful outcomes
    - Proactively manage expectations of stakeholders – clearly define objectives, provide frequent updates, identify and communicate risks and adjustments and ensure contractual commitments are delivered on
- Oversight of Centre internal and formal reporting to Central Operations unit, committees, funding agencies, partners and clients:
    - Financials including projections of income and expenditure and pre-award budgeting
    - Oversight of all financial administration

- Track, manage and prepare KPI reports
- Technical progress on external and internal projects
- Build and maintain relationships with members of the respective DCU Faculties, Schools and Support units such as Finance, HR, RIS, INVENT, DPU etc., to maintain good working relationships on behalf of Insight.
- Engagement, trouble-shooting and interactions with relevant DCU stakeholders on
  - Staff/HR including recruitment and retention plans
  - Infrastructure and facilities
  - Preparation of project reporting to funders
  - Contracts, tenders, new research proposals
  - Management of compliance e.g. with contracts, IP, health & safety, branding, GDPR
- Solving complex problems on behalf of the Centre Manager and Centre Director.
- Maintain awareness of activities across Insight@DCU and enhance organisational efficiency through dissemination of ideas/technology/expertise across programmes
- Other roles as assigned by the Centre Director or his/her nominee.

Qualifications, Skills and Experience Required

The successful candidate will have:
- A relevant primary degree
- A minimum of 5 years' professional experience in research administration leadership
- Familiarity with SFI Research Centre and University Administrative procedures
- An ability to lead, motivate and support colleagues, to exercise influence and judgement and to challenge positively while working with a variety of stakeholders
- Able to decide on the appropriate action and monitor subsequent performance
- Experience in change management and team leadership
- A proven track record supporting both Exchequer and non-Exchequer funded research projects in a higher education environment.

Desirable
- A PhD in a relevant field and/or a recognised Accounting qualification 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.