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| Research Centre | Insight SFI Research Centre for Data Analytics |
| Post Title | Research Communications Administrator |
| Post Level | Professional 4 |
| Post Duration | 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. 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

Please see attached job description for principal duties and responsibilities of the 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.

Salary Scale: Professional 4 Salary Scale €37,530 - €55,890

*Appointment will be commensurate with qualifications and experience

Closing date: Wednesday, 29th July 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:

Dr. Breda Kiernan, Centre & Business Development Manager, Insight SFI Research Centre for Data Analytics, Dublin City University.

Email: breda.kiernan@dcu.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>

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: #RF1694 Research Communications Administrator

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](#)