



Applications are invited from suitably qualified candidates for the following position

**Financial and Administrative Officer for Research Projects
Research Administration Unit
Professional 4 (P4)
Two-Year Fixed Term Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Research Administration Unit

The STEP Research Administration Unit is a new unit that aims to implement operational excellence in the way DCU runs the administrative management of externally funded research.

The service provided by the STEP Administration Unit is designed to alleviate the administrative burden of academic staff involved in externally funded research projects, and to ensure effective

financial and administrative project management, in parallel with efficient and streamlined operational support. The unit also provides administrative support to RIS approved Research Centres.

Role Profile

The Science and Technology Enhancement Platform (STEP) at DCU is recruiting a Financial and Administrative Officer for a full time post in the Research Administration Unit. The officer will be accountable for providing a professional and comprehensive administrative, financial and project management service to specified research projects. The role will assist with a range of activities associated with large research awards, including but not exclusively, co-ordination of projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Administrative Officer will be managed by the STEP Research Administration Unit Manager and will work closely with the Principal Investigators leading the projects and also with Unit supported Research Centres. The workload will be distributed across the projects in line with their operational needs and the needs of the unit. The successful candidate will provide post award administration including financial, project management and Project co-ordination assistance across several projects as determined by the STEP Research Administration Manager. The post-holder will have a proven track record of managing and prioritising a varied research administration workload and must show flexibility and adaptability whilst discharging their duties

Duties and Responsibilities

The duties and responsibilities of the position include, but are not restricted to, the following:

- A primary degree or equivalent and ideally three years' relevant work experience.
- Act as administrative co-ordinator and primary point of contact for several research projects as required;
- Coordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties;
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels; Co-ordinate engagement with Partner Institutions; Plan, organise and attend project meetings and teleconference calls;
- Coordinate and implement project events such as workshops and conferences
- Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system if required.
- Accountability for tracking/reporting of project/programme metrics, including budgeting and financial progress reporting;
- Develop and maintain a communications framework for projects that would include websites and dissemination materials;
- Coordinate all programme meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept;
- Coordinate and assist with the recruitment process where required for new staff and students;
- Assist with the projects as appropriate and as requested by the DCU-based Principal Investigators or Project Coordinators;

- Build relationships with and interact with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting;
- Liaise closely with the PI's, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting.
- Coordinate and implement running of regular project activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events;
- Assist the Principal Investigator in the compilation of metric information for SFI, central DCU requests or any other requesting party as required.
- Provide comprehensive budget and financial planning assistance to PIs/Researchers assisted by the STEP Administration Unit, in consultation with the Finance Office, Research Support Office and DCU Research and Enterprise Hubs.
- Provide appropriate advice and financial information and reporting to the STEP Operations Manager, Centre Directors and PIs in all areas of Financial Administration relating to Unit support research
- Ensure full integration of new research awards into STEP administration Unit.
- Provide appropriate advice and financial information to the STEP Operations Manager, Centre Directors and PIs and STEP Unit Project Administrators in all areas of Financial Administration relating to Unit support research.
- Oversee and assist the procurement function for the unit, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.
- Ensure STEP Unit is compliant with both DCU and Funding Agency Financial Procedures and regulations.
- Build relationships with and interact with key internal and external including other DCU Departments, partner Academic Institutions and Industrial associates.

Qualifications and Experience

The ideal candidate must have:

- A primary degree or equivalent and ideally three years' relevant work experience.
- A project management qualification, and/or experience in post award EU funded project co-ordination is required.
- A proven track record in project management over a number of years, preferably in a higher education environment.
- Excellent communication and social skills with strong adherence to delivering outstanding service.
- The ability to work collaboratively with a variety of stakeholders at multiple levels is essential.

Essential Training

The postholder 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.