Applications are invited from suitably qualified candidates for the following position

Research Integration Coordinator
Professional 5
Insight SFI Research Centre for Data Analytics
Fixed Term Contract up to 12 Months (Maternity Cover)

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.

Overview of the department

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.

The Role

This position is based at Dublin City University and will report to Insight's Centre Director and the Centre Manager at DCU. The position forms part of a broader Operations team within Insight and the Research Integration Coordinator will be expected to collaborate closely with other members of the project teams at other Universities and with our industry partners.

The purpose of this position is to facilitate efficient research integration across Insight@DCU through the application of project management and scientific expertise to internal and externally funded and industry funded research projects. The successful candidate will be responsible for management and administration of multiple research projects in a variety of research areas within Insight's remit. S/he will function as a full member of the research team and will be expected to apply their scientific and technical expertise to problem solving and stimulating cross-disciplinary approaches in this regard.

Duties and Responsibilities

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

- Track, monitor and report on project progress to project stakeholders, alerting them to emerging issues or timeline slippage in a timely fashion and helping to coordinate responses required to meet project deadlines.
- Support post-doctoral research and academic supervisors in leading and managing external and internal research projects, assisting them in the creation of their work plans, deliverables, milestones and schedules.
- Liaise closely with Insight's Business Development Manager and DCU's Technology Transfer Office in assessing research outputs for IP protections and commercial potential.
- Assist the Insight Operations Team in the planning and organization of demonstrations of collaborative research outcomes at public and industry events. Help research teams present their work in a manner suitable to the relevant audience.
- Pro-actively support researchers in co-ordinating and developing external and internal research project submissions.
- Manage the engagement process with Partner Institutions, Partner Centres and/or industry partners as required.
- Working with the relevant Project Officers and Research Accountant in the team, ensure the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports for each project and programme and reporting to the industry sponsor, as requested.

- Liaise with other Research Integration Coordinators and Project Officers within the Operations team to support the ongoing development and training of Centre personnel and pro-actively provide information on development opportunities for both research and academic staff within the Centre.
- Troubleshooting on issues as they arise within projects with other Operations team members, as appropriate.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.

The successful candidate will also be expected to:
- Maintain awareness of activities across Insight@DCU and enhance organizational efficiency through dissemination of ideas/technology/expertise across programmes.
- Provide assistance to Insight's Research Accountant with budgetary reporting/analysis
- Provide assistance with writing of reports and grant applications, where appropriate
- Monitor research funding opportunities at national and international level and provide co-ordination and support for grant proposal writing activities
- Manage engagement with industry sponsors and partner institutions and other partner Research Centres.

Qualifications and Experience

Essential:
- Candidates shall have a primary degree in Computing, Engineering or Life Sciences
- Minimum of 3 years' relevant experience in a similar role
- The successful candidate must have a track record in project management and collaborative academic/industry research

Desirable:
- A PhD in a relevant discipline will be a distinct advantage
- Experience working in both industry and academic environments would be a distinct advantage
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As a summary, the candidate must have:
- Excellent project management skills with a demonstrated track record in successful project delivery from inception to release
- Strong focus on delivering results in line with academic objectives
- Experience in successfully leading and/or supporting teams
- Strong interest in basic research, applied research and externally funded research
- A self-starter with the ability to encourage and stimulate cross-group collaboration
- Exceptional communication skills, both written and oral
- Excellent interpersonal skills and an ability to build and nurture relationships
- Strong problem solving and analytical skills and an ability to learn quickly
- High level of proficiency in IT packages including MS Office, MS Project etc.

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.