



Centre Manager
Advanced Metallic Systems Centre for Doctoral Training (AMS-CDT)
Professional 6
4 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.

Overview of the Department

This position is based at Dublin City University in the Centre for Doctoral Training in Advanced Metallic Systems (AMS-CDT). The Centre for Doctoral Training in Advanced Metallic Systems (AMS-CDT) is a joint venture between Dublin City University, University College Dublin, University of Sheffield, and University of Manchester. AMS-CDT is committed to provide high quality training to the next generation of globally competitive doctoral level graduates with the knowledge, skillset, and mindset to lead the future Ireland advanced manufacturing industry. All of our students have an industrial sponsor. The AMS-CDT Systems Administrator will support the Principle Investigators (PIs)/Lecturing staff who are responsible for development and delivery of modules for the AMS-CDT and I-Form postgraduate students.

The Role

The AMS Centre for Doctoral Training at Dublin City University is now wishes to recruit a Centre Manager on a fixed term full time contract basis. The centre manager will provide a professional and comprehensive service in support of a range of activities. This position is based at Dublin City University. The duties of the position include financial management, progression monitoring, administrative support, communications and cross-institutional coordination. The role will manage aspects of the student experience from recruitment and admissions, induction, skills training and registration, monitoring and progression and examination. This position will require close liaison with relevant central units (i.e. Graduate Studies, Research Offices, Faculties/ Schools/ Colleges/ Departments) within both DCU and UCD as the PhD host academic institutions in Ireland as well as with the CDT management in The University of Sheffield. Some travel will be required for the manager role activity. The manager will also have a role in facilitating collaboration with the industry partners. The CDT manager will support administration related to company sponsorship of PhD projects; and in preparing funding applications for new PhD programmes of study, including the new planned call for Centres for Research Training. The manager reports to the AMS-CDT Director Professor Dermot Brabazon.

Duties and Responsibilities: Principal Duties and Responsibilities

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

- Maintain a detailed overview of the work of the Advanced Metallic Systems CDT by fostering close and supportive working relationships with academic and administrative staff.
- Manage the operating procedures of the CDT and its relationship with key stakeholders (e.g. Schools, Departments) and relevant central support units (e.g. Graduate studies).
- Develop and implement (in consultation with other CDT management members) a process for recruitment of PhDs to the programme including approval of projects, advertising and promotion of the programme, recruitment and hiring of the researchers.
- Manage the documentation and ongoing maintenance of internal policies and procedures as they relate to recruitment, progression, assessment and graduation of students as well as to the development of training material.
- Act as key administrative contact, working together with I-Form CDT academic leadership in the development, timetabling and delivery of aspects of the training programme including technical modules, projects, cohort team building activities, industry internships etc.
- Manage the organisation of key network training events, workshops, conferences, summer schools, site visits and social events, bringing staff together for discussion and debate.
- Ensure that all expenditure is in line with project budgets and SFI grant policies; and that any.
- Manage procurement in the CDT ensuring it is in line with public procurement policy.
- Provide general administrative support which includes but is not limited to travel planning, cohort meetings, office management etc.
- Build relationships with key stakeholders internally within the CDT including with university central support units, with academic leadership, within the I-Form support team, with company partners, and with colleagues in the University College Dublin, Dublin City University, Universities of Sheffield and Manchester.

- Work with CDT management and I-Form grants and business development manager to identify possible other avenues of funding for increasing the PhD numbers in the Centre and build the sustainability of the programme.
- Support the development and implementation of the best practice for the student experience, training and cohort/network building.
- Support income generation via company networking and in preparing funding applications for new PhD programmes of study.
- Develop and implement best practice procedures and processes that allow for the timely and accurate reporting (both internally and to external stakeholders) against plan of all aspects of the research and training programme.
- Preparation of operational summary reports as needed for SFI, EPSRC and within I-Form.
- Lead and coordinate the development and subsequent implementation of the I-Form CDT's communication, marketing and publicity objectives to ensure that the work and strengths of the CDT are promoted consistently both internally and externally.
- In line with the above, manage the development of and content for the CDT and I-Form website and social media channels.

Qualifications, Skills and Experience Required

Candidates must have a Primary Degree or equivalent (NFQ Level 7) and must have at least five years' experience in a research management/administration environment.

Essential Criteria:

- Demonstrated project management, organisation and time management skills with the ability to assess and organise resources and plan and progress work activities.
- An ability to work effectively with staff and management across all levels both internally and externally.
- Strong communication and interpersonal skills, including the ability to build consensus and constructively influence situations and partners.
- Experience of stakeholder engagement and an ability to develop and maintain a network of contacts in own work area.
- Ability to coordinate activities for multiple stakeholders across an international training network.
- Demonstrated ability to work autonomously and as a team member.
- Must be able to work with the Centre Director in building a long-term vision for PhD training and funding.
- Ability to identify, analyse and develop creative solutions to problems and challenges with an appreciation for the longer-term implications.
- Demonstrated experience in event organisation.
- Numeracy, accuracy and attention to detail.
- Proven ability to prepare high quality reports, presentations and other documentation.
- Discretion in handling confidential information.
- Flexible, cooperative and a proactive approach to achieving work goals.

Desirable Criteria:

- Hold a PhD or be familiar with doctoral level training and programmes.
- Familiarisation with the research funding environment at both national and international level and experience of administrative support/project management in an academic environment.
- Familiarisation with international research training networks.
- A background in materials/manufacturing engineering.

Skills:

- Knowledge of relevant academic structures and the Higher Education sector.
- A strong communicator, particularly well-equipped with listening, influencing, and negotiating.
- Strong analytical, administrative and interpersonal skills with good judgement skills.
- Proven ability to manage multiple simultaneous proposals.
- 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.

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](#)