



**EU Research Project Manager
Professional 6
School of Mechanical and Manufacturing Engineering
Faculty of Engineering and Computing
Four Years Fixed-Term Contract (Part-Time Role - 25% FTE)**

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.

The School of Mechanical and Manufacturing Engineering

The School of Mechanical and Manufacturing Engineering has been at the forefront of Teaching, Learning, Research and Innovation in Engineering since its establishment in 1987. Current programmes include Mechanical and Manufacturing Engineering, Biomedical Engineering, Mechatronics Engineering and Mechanical and Sustainability Engineering. The School is a research-intensive school that is home to key researchers affiliated to research centres including I-Form, Insight, ESIPP, MEDeng and the Water Institute, and has particular strengths in Biomedical Engineering, Advanced Manufacturing, and Sustainable Systems and Applied Energy Research. At postgraduate levels, the school offers taught Master's programmes with Majors in Biomedical

Engineering, Simulation-Driven Design and Mechanical and Sustainability Engineering, each with a pathway integrated with Bachelor's degrees.

Role Profile

HYSTORE project is an interdisciplinary project funded by European Commission Horizon Europe Framework Programme (HORIZON) under the call Sustainable, Secure and Competitive Energy Supply (HORIZON-CL5-2022-D3-01) Thermal Energy Storage Solutions, Type of Action: Innovation Actions, Proposal ID: 101096789. HYSTORE aims at developing and demonstrating novel compact thermal energy storage systems for cooling, heating, domestic hot water, and electricity load shifting, and fighting climate change. In HYSTORE project 18 partners from industry, academia, and recognised R&D centres from Spain, Italy, Sweden, Austria, Germany, Romania, Belgium, and Ireland will collaborate to develop innovative, and sustainable integrated energy systems with advanced energy storage systems.

HYSTORE will improve the integration of energy systems in buildings for peak load reduction, energy saving, and energy cost reduction. One of the highlighted activities in HYSTORE project will be developing and implementing advanced energy storage systems for overall energy optimisation of buildings and integrated energy systems and to improve energy efficiency. Other important objectives of HYSTORE project are promoting the UN Sustainable Development Goals (SDGs), equality, diversity, teaching, and education.

The mission of HYSTORE project is to develop and validate an innovative set of Thermal Energy Storage (TES) concepts, based on the combination of cutting-edge technology components, namely, ALL-IN-ONE PCM solution, Low-Temperature PCM Heating & Cooling solution, and Thermo-chemical Heating & Cooling energy storage solution. The four novel concepts –attain different but thorough applications on heating/cooling, Domestic Hot Water (DHW) configurations, and further enable the provision of hybrid – meaning energy and power- services. It follows the current European Strategic Energy Technology Plan (SET-Plan) that promotes the implementation of thermal storage technologies, to increase the share of Renewable Energy Systems (RES) or Variable Renewable Energy (VRE). It also encourages TES as an enabler to improve the flexible and reliable operation of building both power and thermal systems as decentralised energy resources, exploiting the increasing share of renewables, context maximising the exploitation and harnessing local RES generation and electrical grid peak load shedding and management. Four use case applications in different climates and EU countries both for District Heating/Cooling connected and non DHC-connected buildings with high-impact and replication potential will be considered. Regarding the cost-effectiveness, the aim of HYSTORE is to achieve technological advancement of thermal energy storage with significant improvement of energy density and CAPEX compared to the current state-of-the-art.

Applications are invited from suitably experienced candidates for the post of HYSTORE EU Research Project Manager in the DCU School of Mechanical and Manufacturing Engineering. Working with the HYSTORE Principal Investigator (PI), Dr. Mohammad Saffari, and the HYSTORE Consortium partners, Research Manager will provide support in the development and management of the project. The administrator will have strong project management skills and will be required to manage the HYSTORE Horizon Europe project in addition to administrative duties. In the first instance project management duties will relate to everyday management of the activities within the DCU staff members and communications with the HYSTORE project

coordinator and partners. This position will contribute to an interdisciplinary project funded by European Commission Horizon Europe Framework Programme (HORIZON) under the call Sustainable, secure and competitive energy supply (HORIZON-CL5-2022-D3-01) Thermal Energy Storage Solutions, Type of Action: Innovation Actions, Proposal ID: 101096789

The role of the Research Manager offers a suitable candidate the opportunity to work in a High-Profile European research-industry collaborative project, both internally with DCU researchers and externally with consortium partners from across the EU, European Commission (as a funding agency) and industry companies, in relation to external engagement and reporting, as required. This is a part-time role (25% FTE). The ideal candidate will be highly organised, have a minimum of 5 years administrative expertise in EC funded projects and have a strong track record in meeting exacting deadlines under pressure.

Principal Duties and Responsibilities

Management of Research Grants

- Support and assist in the day-to-day administrative support of the project the DCU PI to ensure the smooth operation of the HYSTORE project.
- Develop content for communications materials, HYSTORE website and social networks as required by the project coordinator and the consortium.
- Track and monitor the execution of the DCU tasks for the HYSTORE project. Report on progress and performance to relevant project stakeholders. Manage and mitigate risk as needed.
- Working with the DCU PI to plan and implement the project delivery including the reporting and financial co-ordination for DCU.
- Ensure accurate and timely project reporting to relevant stakeholders including HYSTORE 's funding agency.
- Arrange and facilitate regular project meetings ensure the accurate minutes of all meeting outcomes and actions and follow up of same relevant to DCU project tasks.
- Co-ordinate events and meetings for internal and external audiences.
- Dealing with a wide variety of enquiries from staff, students, and the general public.
- Support research leaders in coordinating collaboration across the project partners and in liaising with external stakeholders.
- Liaise regularly with the consortium partners to collate information for, and contribute to, the writing of detailed reports and to communicate project progress for onward submission to other funding opportunities.
- Participate in regular operation management meetings involving work package leaders, and the technical steering committee.
- Attend institutional and non-institutional meetings on behalf of the named Principal Investigator.
- Build relationships with project partners, DCU Finance Office, Research Office, HR, relevant Schools and Colleges, and other relevant support units which play a role in the activities and the success of the project.
- Provide administrative support for the development of further proposals within the HYSTORE project.
- Ordering supplies and equipment, processing payments, and maintaining clear and accurate financial records.
- Writing staff meeting minutes and contributing as appropriate.

- Supporting the assessment process by coordinating the submission of project reports to European Commission within the predefined timeframe.
- Recording sick leave of staff members of HYSTORE project.
- Generating and distributing reports as required.

Financial Management

- Have oversight of all financial transactions within the research grant.
- Ensure items of expenditure incurred are appropriately charged, coded, approved and in accordance with funding agency regulations.
- Prepare budget expenditure and reporting for the consortium on behalf of the coordinator.
- Ensuring compliance with expenditure and procurement rules and monitoring and evaluation requirements.
- Ensure appropriate documentation is in place to satisfy funding agency audit requirements, e.g. timesheets, equipment usage logs, expense claims etc.
- Provide timely and appropriate management information to the Principal Investigators and the lead project partner to aid financial planning and decision making.
- Liaising with the DCU Finance Office to undertake financial reporting, Research Office, Bursar's Office, HR, DCU Research Ethics Office and other administrative units to ensure that an efficient and co-ordinated service is delivered to HYSTORE project.
- Manage procurement requirements including ensuring that all procurement complies with DCU, national and EU procurement regulations, taking a leading role within DCU's procurement system and tender processes as required.
- Resolve any queries which may arise to ensure timely payment of supplier invoices.
- Arrange travel for PI's team members and visiting scholars, as needed.

Outreach and Dissemination

- Oversee the construction and management of research project websites.
- Develop and provide novel material to the Dissemination and Communications plan of HYSTORE project as partner including promotional material, digital activities, public events and far-reaching dissemination channels.
- Ensure funding agency requirements are adhered to on all publications, advertisements etc.
- Assistant in the organisation of relevant conferences (national and international) and special events related to HYSTORE project.
- Organising and providing administrative support for various field researchers involved in the project as required, including the organisation of submissions, circulation of appropriate documentation, co-ordination of meeting times/venues, minute-taking and post meeting follow up.
- Organising HYSTORE project meetings and outreach events and looking after the practical arrangements for visits by guest speakers and external advisors.

Other Relevant Tasks

- Management of all administrative aspects of recruitment campaigns, including draft job descriptions, advertise posts and coordinate interview process in conjunction with the DCU HR department.

- Follow up with DCU HR and successful applications including, reference checking, issue of contracts and assisting with relocation queries and Visa acquisition if needed.
- Actively search and communicate new and appropriate research funding opportunities including industrial collaborations.
- It is likely that additional duties and responsibilities will emerge and develop over time in line with the natural development of the programme. The appointee will be expected to have a flexible approach to working conditions.

Qualifications, Skills and Experience Required

Candidates must have a degree in Science, Business/Management or cognate discipline and a minimum of five years' experience of European Commission research projects' management. As well experience of working in a research environment in a similar role.

In addition, the ideal candidate will have knowledge of at least some or all of the following:

- Financial Management.
- Procurement.
- Dissemination.
- Event Management.
- Opportunity identification and proposal submission.

Essential

- Strong project management skills with experience in management/coordination/reporting for collaborative research projects.
- Excellent interpersonal skills with a service-orientated approach.
- Ability to build and maintain productive working relationships with all relevant stakeholders including colleagues, DCU's Support Units, Project partners and industry representatives.
- Strong computer literacy, including Microsoft Office suite of programmes.
- Numeracy, accuracy and attention to detail.
- Discretion in handling confidential information.
- Proven analytical and problem-solving skills.
- Demonstrated ability to plan, prioritise and work accurately under pressure and to tight deadlines in a busy and demanding environment.
- Proven ability to prepare high quality reports, proposals and budgets.
- Excellent communication and presentation skills.
- High standard of administrative, organisational, problem solving, and customer service skills.
- High level of self-motivation and ability to undertake a number of tasks in parallel.
- Excellent diplomacy and interpersonal skills and discretion in handling confidential information.
- Enthusiasm, innovation and flexibility in responding to the requirements of the post, which PI may occasionally require flexible working hours.
- Ability to work both on own initiative and as part of a team and to meet deadlines.
- Candidates must demonstrate how they can positively contribute to fostering an inclusive environment and a level of awareness of equality, diversity, and inclusion.
- Flexibility in approach to new work practices and structures.

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.