



Applications are invited from suitably qualified candidates for the following position:

The Centre for Research Training Coordinator
Professional 5
Faculty of Engineering & Computing
3 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.

The Role

The Centre for Research Training Coordinator will be part of the faculty research support team (within the support unit led by the Faculty Manager) but will report directly to the three academic leads of the DCU CRTs on all operational matters.

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 must hold a primary degree and three years relevant experience, have a proven track record of success in administration management, have excellent interpersonal, communication and organisational skills and the ability and confidence to make decisions on a wide range of administration related matters.

The successful candidate must also have:

- Excellent interpersonal and communication skills applicable across students and staff in all roles.
- A positive work ethic and outlook.
- The ability to work independently as well as part of a team which is cross location and across Universities.
- Excellent organisation skills.
- Strong quantitative reasoning skills.
- Competence in use of complex IT systems.
- Capacity for proactive thinking and planning.
- Excellent writing skills.
- Good problem-solving and project management abilities.
- Demonstrable commitment to high quality in their work.
- Flexibility appropriate to an ever-changing environment.

Essential Training

Training required for the role should be entered here. At a minimum, the following should be entered in addition to other applicable, role specific mandatory training:

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

Salary Scale: Professional 5 Salary Scale - €53,242 - €64,147

**Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing date: Tuesday, 4th July 2023

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Ms. Michele Pringle, Faculty Manager, Faculty of Engineering and Computing, Dublin City University.

Phone: (01) 700 5500.

Email: michele.pringle@dcu.ie

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: #RF1870 The Centre for Research Training Coordinator**

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](#)