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

The CRT Coordinator will be the administrative lead for the three DCU SFI Centres for Research Training noted above. They will be responsible to the academic leads for providing professional

administrative support as well as supporting a positive experience for all those who participate in the various offerings within the CRT. This role will work closely with researchers and will be responsible for the overall management of the CRTs and the ongoing relationships with stakeholders across the University and externally.

This will include the following duties:

CRT Student Life Cycle

- Act as the administrative lead, working together with CRT academic leadership and CRT leadership in partner institutions, in the development, timetabling and delivery of aspects of the CRT training programme including technical modules, projects, team building activities, industry interns etc.
- Coordinate the DCU element of the Student/Industry placement for the CRT's including meeting with Industry or Academic Hosts, liaising with Research Support and Invent for Placement Agreements, ensuring that students are registered for the Placement Module and that all reporting for this important element of the programme is fulfilled.
- Support the development and implementation of best practice ensuring the best student experience, including orientation, training, and cohort/network building.

Operations

- Manage the standard operating procedures of the CRTs and their relationships with key stakeholders (e.g. Schools across DCU, Faculties and partner CRT Institutions) and relevant central support units (e.g. Graduate studies, Finance, Registry, Research Support).
- Manage the documentation and on-going maintenance of internal policies and procedures as they relate to academic progression, assessment and graduation of students.
- Provide general administrative support which includes but is not limited to travel planning, cohort meetings, office management etc.
- Strong organisational skills, including the ability to plan ahead, set priorities (both own and for other staff), and work to deadlines.
- Build relationships with key stakeholders internally within the CRTs including with university central support units, academic leadership, and colleagues in CRT partner institutions and DCU.

Finance and Compliance with audit related activities

- Continued implementation of 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 programmes.
- Provide general administrative support with the student stipend process.
- Work alongside the University's finance department to ensure the prompt and accurate production of all procurement, purchasing, financial reporting, invoicing, cost claims etc. associated with the student projects, following the grant conditions and DCU's policies.
- Ensure that all expenditure is in line with approved budgets and contracts.
- Ensure that the student projects comply with procurement, audit and publicity guidelines. This includes Health and Safety, Insurance, Operational Risk & Compliance.

Marketing, Communications, Outreach

- Lead and coordinate the development and subsequent implementation of the CRTs' communication, marketing and publicity objectives to ensure that the work and strengths of the CRTs are promoted consistently both internally and externally.
- Manage the organisation of key network training events, workshops, conferences, summer schools, site visits and social events, bringing staff together for discussion and debate.

External Engagement

- Work in collaboration with other CRT management at partner institutions to engage industry partners in the CRT programmes by meeting with them to describe the projects and how they can get involved.
- Support the development and administration, together with relevant university departments and CRT management, of the legal agreements that will be put in place between industry partners and the CRTs to facilitate student placement and joint research projects.
- Undertake any other duties as may be assigned by the Academic leads, recognising that additional duties and responsibilities will likely emerge over time in line with the development of the CRTs.

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.

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