



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

**Centre Operations Coordinator
Professional 5
Advanced Processing Technology Research Centre (APT)
12 Months 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.

Advanced Processing Technology Research Centre (APT)

The Advanced Processing Technology Research Centre (APT) supports research and development in the areas of production technologies, advanced engineering materials, micro/nano systems engineering, and product design and sustainability. Industry sectors supported include aerospace, agriculture and food, biomedical, ICT, sustainable engineering, and heavy industry. The centre is led by Prof. Dermot Brabazon who is a recognised world leader in laser processing, near net shape forming and separation science. APT comprises a core of engineers and scientists whose research

is focused on nano to macro scale product production and analysis, as well as the development and characterisation of materials in various formats. APT has more than 20 principal investigators from biotechnology, chemistry, physics, electronic engineering, and mechanical engineering discipline areas. The centre also boasts a vibrant community of post-graduate, post-doctoral researchers, technical and administrative staff which enables multidisciplinary collaborations and delivery of unique solutions for industry problems. For further information, please visit <http://aptcentre.ie/>

Role Profile

A Centre Operations Coordinator is sought to carry out the centre administration and operationalise the APT business plan in a structured manner over the coming year. This work will include liaising with centre members to bring together researchers in areas of common research interests for preparation of project funding applications. The profile of the APT centre, including website, flyer, and other promotional material development falls under the remit of the centre manager. The Centre Operations Coordinator will contact and liaise with external funding agencies and companies to increase relevant projects operated through APT. The Centre Operations Coordinator will liaise with and report to the Centre Director on the above tasks to maximise the centre success and outputs.

Principal Duties and Responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Qualifications, Skills and Experience Required

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years' experience.

In addition, it is desirable that the candidate has experience in or knowledge of the following:

- System integration and control.
- Operations management.
- Materials processing.
- Process parameter mapping.
- Data acquisition, analysis and reporting.
- Familiarisation with the research funding environment at both national and international level.
- Experience of administrative support/project management in an academic environment.
- Familiarisation with international research training networks.
- A background in materials/manufacturing engineering.

Essential Training

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

Salary Scale: Professional 5 Salary - €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: Friday, 15th September 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:

Professor Dermot Brabazon, School of Mechanical & Manufacturing Engineering, Dublin City University.

E-mail: dermot.brabazon@dcu.ie

Phone: +353 (0)1 700 8213

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: # RF1903 Centre Operations Coordinator APT

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](#)