



**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

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

- Support major APT Centre initiatives such as H2020 applications, EUREKA, COST-Action, SFI -US-Ireland R& D partnership schemes, EPSRC-SFI, SFI-HRB-Wellcome Research, ERC and the Marie Skłodowska-Curie Actions etc.
- Identify and target revenue sources to support APT Centre sustainability, particularly through short industry-style, on-line courses, through consultancy and delivery of training programmes and hosting conferences in accordance with the APT target to achieve self-funding by 2022.
- Coordinate and oversee the effective management and maintenance of equipment to provide support of APT researchers and generate income through internal usage and developing cost models for external users.
- Coordinate the integration of equipment and implement structured access policies in accordance with the Research Strategy of DCU.
- Liaise with the RIS to ensure the APT development strategy is aligned with the DCU wide priorities.
- Prepare updates and regular reports for the APT Centre Director related to facility operations.
- Monitor APT PIs grant submissions for reporting purposes and liaise closely with Finance and RIS to recover overhead income to the centre.
- Organize meetings of the APT members.
- Ensure APT management committee meetings are scheduled regularly and professionally administered.
- Liaise with APT research and technical personnel for facility management and technical support to ensure the effective maintenance of specialist equipment.
- Support the APT centre director in managing memberships and accepting new members.
- Assist APT PIs on grant applications.
- Manage APT centre social media profiles.

- Lead in the branding of APT as well as using the vision of the Centre to create influence and impact externally to the DCU.
- Manage APT website with up-to-date news, details of affiliations, collaborations and the centre activities.
- Pursue additional funding sources as and when the opportunity arises, typically in conjunction with RIS.

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.

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.

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](#)