



**Financial and Administrative Officer for Research Projects
Research Administration Unit
Professional 4
One 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.

Research Administration Unit

The Research Administration Unit is a new unit that aims to implement operational excellence in the way DCU runs the administrative management of externally funded research. The service provided by the Administration Unit is designed to alleviate the administrative burden of academic staff involved in externally funded research projects, and to ensure effective financial and administrative project management, in parallel with efficient and streamlined operational support. The unit also provides administrative support to RIS approved Research Centres.

Role Profile

RPA at DCU is recruiting a Financial and Administrative Officer for a full-time post in the Research Administration Unit. The officer will be accountable for providing a professional and comprehensive administrative, financial and project coordination/management service to specified research projects. The role will assist with a range of activities associated with large research awards, including but not

exclusively, co-ordination of projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Administrative Officer will be managed by the Research Administration Unit Manager and will work closely with the Principal Investigators leading the awards/projects and also with key staff in RPA Unit supported Research Centres. The workload will be distributed across the projects in line with their operational needs and the needs of the unit.

The successful candidate will provide post award administration including financial, project management and project co-ordination assistance across several projects as determined by the RPA Manager.

The post-holder will have a proven track record of managing and prioritising a varied research administration workload and must show flexibility and adaptability whilst discharging their duties to the highest level of operational excellence.

Principle Duties and Responsibilities

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

- Act as administrative co-ordinator and primary point of contact for several research projects as required.
- Coordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties.
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels.
- Co-ordinate engagement with Partner Institutions; Plan, organise and attend project meetings and teleconference calls.
- Coordinate and implement project events such as workshops and conferences.
- Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system if required.
- Accountability for tracking/reporting of project/programme metrics, including budgeting and financial progress reporting.
- Develop and maintain a communications framework for projects that would include websites and dissemination materials.
- Coordinate all programme meetings (at all levels from full team to individual researchers) and ensuring that meeting minutes are taken and kept.
- Coordinate and assist with the recruitment process where required for new staff and students.
- Build relationships with and interact with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting.
- Coordinate and implement running of regular project activities, including the organisation and monitoring of regular research project meetings, seminars, workshops and other similar events.

Financial Administration

- Providing a professional and comprehensive post-award financial administration and management service to specified research projects through expert operational knowledge and experience of research funding programmes, international and national funders, funding programmes and calls.
- Provide comprehensive budget and financial planning assistance to PIs/Researchers assisted by the Research Administration Unit, in consultation with the Finance Office and Research Support Office, throughout the post award phase.

- Assist with the projects as appropriate and as requested by the DCU-based Principal Investigators or Project Coordinators.
- Liaise closely with the PI's, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting.
- Assist the Principal Investigator in the compilation of metric information for SFI, central DCU requests or any other requesting party as required.
- Contribute to DCU research proposal submission through support of the proposal budget building function.
- Provide appropriate advice and financial information and reporting to the RPA Operations Manager, Centre Directors and PIs in all areas of Financial Administration relating to Unit support research.
- Ensure full integration of new research awards into the RPA administration Unit.
- Oversee and assist the procurement function for the unit, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.
- Ensure RPA Unit is compliant with both DCU and Funding Agency Financial Procedures and regulations.
- Build relationships with and interact with key internal and external including other DCU Departments, partner Academic Institutions and Industrial associates.

Qualifications, Skills and Experience Required

The post-holder must possess a primary degree or equivalent and at least three years relevant work experience.

- Applicants for this post must have a proven track record in project management over a number of years, preferably in a higher education environment.
- Applicants will possess experience in administering multifaceted processes and operations in a complex or large-scale organisation, preferably in a higher education environment or in relation to EU funded projects.
- Experience in post award EU funded project coordination is highly desirable.
- The candidate will be well organised, be able to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management process.
- In addition, the candidate must have a proven ability to prioritise and manage multiple tasks simultaneously.
- The post-holder must possess the ability to work effectively as part of wider administrative and project teams internally and externally.
- They must also have excellent organisation, communication and interpersonal skills and be committed to delivery of a superior service.
- The candidate must possess the ability to work freely and take ownership of outcomes for key projects/tasks.
- The role will require the use of multiple business systems, adherence to strict deadlines, the ability to deal efficiently with large volumes of data and to simultaneously progress multiple processes.
- The responsibilities of the post holder may change over time, in line with the needs of the RPA Unit.

The competencies required for this post are:

Building & Maintaining Relationships

Ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Ability to take a leadership and focused approach to developing contacts throughout DCU. Experience of working successfully in a team environment.

Personal Effectiveness/Excellence

Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. Is effective in planning, organizing and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, have effective time management skills and the ability able to multi-task and prioritise in a busy deadline driven work environment.

Knowledge of the Organisation/Sector

The ability to understand the research sector and the structures, processes and relationships associated with it in an international, national and local context. Understand the pressure associated with the research activity and is therefore well placed to deal with it appropriately. Demonstrate a thorough understanding of all aspects of the research administration processes including the staffing and financial functions. Practical knowledge of successfully administering and coordinating research projects.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the project demands to relevant stakeholder in an engaging and convincing manner in order to manage the project effectively.

Essential 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](#)