



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

SMART-2M Programme Coordinator (Grade IV)

I-Form, Advanced Manufacturing Research Centre, Faculty of Engineering and Computing

16 month Fixed-Term Contract

Background

Dublin City University www.dcu.ie is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021. The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100). DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Faculty Overview

The Faculty is home to three Schools and hosts or participates in a number of large scale research centres. We offer degree programmes at Bachelors, Masters and PhD levels, while online Level 9 courses are now enabling those in employment to upskill in sought after areas. Our graduates continue to be highly sought after by industry, and their continued employability is assured through the Faculty's ever deepening links with industry partners and an evolving curriculum that allows real-world work experience, industry-led team challenges and global engagement in line with DCU's internationalisation strategy.

SMART-2M

Funded by the EIT HEI Initiative, the SMART-2M project will build innovation and entrepreneurial capacity in higher education institutions (HEIs). Its vision is to become the leading European initiative that empowers innovators and entrepreneurs to develop world-class solutions to Industry 4.0 and smart manufacturing challenges and create growth and skilled jobs. Its objectives will be realised by promoting and supporting institutional change in HEIs and by strengthening the integration and

contribution of HEIs to innovation ecosystems, through the EIT knowledge triangle model: interaction between business, education and innovation.

Four universities (Ireland, France, Greece, Serbia), two large international manufacturing companies (France, Serbia), RTO – collective research centre (Belgium) and two business companies (Serbia, Italy) will jointly implement at least six HEI initiative actions. The project's objectives are based on HEInnovate self-assessments of partnering universities, considering all areas of innovation and entrepreneurship. This enables a realistic Innovation Vision Action Plan (IVAP) to reinforce the innovation capacity of Europe for Industry 4.0, aiming for long-standing sustainability. The project's results will contribute to the strategic objectives and missions of at least three EIT Knowledge and Innovation Communities: EIT Digital, EIT Manufacturing, and EIT Raw Materials, including the vision of the EIT Regional Innovation Scheme.

This role will support the organisation, development and delivery of project activities related to entrepreneurship and innovation for materials and manufacturing process development. This includes training activities, providing support for project management, initiating new programmes, and communicating outputs nationally and internationally. The role involves active engagement with students, company and partner stakeholders to help organise them to meet the project quantitative and qualitative KPIs. The role will also help to prepare relevant grant reports and applications.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience:

Minimum Criteria:

Candidates must have a Primary Degree or equivalent (NFQ Level 8) in an appropriate area.

In addition, the ideal candidates will:

- Evidence of a strong writing ability
- Thoroughness, accuracy and attention to details
- Time management skills, ability to work on own initiative and capacity to work to deadlines.
- Have a proven track record in administration in a complex or large-scale organisation, preferably in a higher education environment
- Be reliable and demonstrate a flexible positive attitude
- Be able to contribute to the on-going development and refinement of administrative processes.
- Demonstrate an ability to work effectively as part of a wider administrative team
- Have excellent written, communication and social skills

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

Salary Scale: Administrative Assistant - €37,158 – €55,337*

*Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

Closing date: 07th January 2022

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

Informal enquiries to: Professor Dermot Brabazon, Faculty of Engineering & Computing, DCU.

Phone: +353 1 700 8213; Email: dermot.brabazon@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> (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 #ST1601 SMART-2M Programme Coordinator (Grade IV)**

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](#)