



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

Operations Coordinator
Senior Administrative Assistant (Grade V)
Research Administration Unit (STEP)
Fixed Term Contract up to 24 Months.

Unit Overview

The Research Project Administration Team aims to implement operational excellence in the administrative management of externally funded research projects. The service provided is designed to alleviate the administrative burden for academic staff involved in externally funded research projects, and to ensure effective financial and administrative project management, in parallel with efficient and streamlined operations. In parallel the Research Administration Team provides operational assistance for six DCU designated Research Centre's.

The Research Administration Unit is now recruiting an Operations Coordinator for the Unit. The appointed Operations coordinator will have a reporting line to the Research Administration Manager.

Role Profile:

The role will involve responsibility for general management and administration in a variety of specified workareas in the context of the work of the Research Administration Unit (RPA), including but not limited to: Operational processes and procedures, Financial administration and management reporting, Project Management, Research Award Co-ordination, Research Recruitment Support.

The post holder will be expected to make a significant contribution to the daily operations of the Unit and the attainment of its long term strategic objectives. This is a senior administrative position and will be actively involved with all functional areas of post award research. This role is also an excellent opportunity for those seeking to progress into a management role over time.

Principal Duties and Responsibilities

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

Qualifications and Experience

Essential Qualifications:

Applicants must hold a relevant primary degree [NFQ level 7 or equivalent]. The successful individual should have a minimum of three years' relevant experience.

In addition, the ideal candidate will possess:

- Significant experience in post award EU funded project co-ordination and financial administration is required for this role.
- A project management qualification is also highly desirable.
- A proven track of success in managing or assisting in managing an administrative office function preferably in a higher education environment.
- Exceptional attention to detail, be able to co-ordinate and progress the relevant tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management process.
- The ability to work effectively as part of wider administrative and project teams, including external stakeholders, and have experience as a successful team lead.
- Excellent organizational, communication and interpersonal skills and be committed to delivery of a superior service
- The ability to build and maintain relationships at all levels, be effective in communications to colleagues, college departments and external funding agencies.
- The ability to influence outcomes when required is key in successful implementation of this role.
- The ability to working independently at a very high level, meeting deadlines, prioritising and multi-tasking in a pressurised and deadline driven environment.
- The post holder will be a proactive self starter with ability and enthusiasm to encourage and stimulate team and workarea development.

Salary Scales: € 49,179 - € 59,260 per annum (Senior Administrative Assistant Salary Scale).

Appointment will commensurate with qualifications and experience, and will be made on the appropriate point on the salary scale, in line with current Government pay policy.

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.

Closing Date: 12th of March 2021

Informal enquiries should be directed to:

Ms Jennifer Egan, Research Project Administration Manager, STEP.

Email: jennifer.egan@dcu.ie

Tel: 01 700 6991

Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Internal Vacancies website at <https://www.dcu.ie/hr/vacancies/current.shtml>.

Applications must be submitted by e-mail to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #RF1359AB Operations Coordinator.**

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