



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

Strategy Support Officer
Senior Administrative Assistant (Grade V)
Insight SFI Research Centre for Data Analytics at Dublin City University
Fixed Term Contract up to 24 Months

Centre Overview

The Insight SFI Research Centre for Data Analytics (<http://www.insight-centre.org>) is an SFI funded Research Centre which brings together researchers from University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions, Trinity College Dublin (TCD), University of Limerick (UL), Maynooth University (MU) and Tyndall National Institute. It creates a critical mass of more than 400 researchers from Ireland's leading ICT clusters to carry out research on a new generation of data analytics technologies in a number of key application domain areas, such as Health and Human Performance, Smart Communities, Internet of Things, Enterprise and Services and Sustainability and Operations.

The €150m Centre is funded by Science Foundation Ireland and a wide range of industry and European Union partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 220 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

Role Profile

The Strategy Support Officer reports to the Business Development Manager at the Insight SFI Research Centre for Data Analytics. The Strategy Support Officer will support the delivery of strategic projects across Insight. The successful candidate will have the opportunity to make the role their own depending on their interests and experience, in response with the priorities of the Research Centre

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.

Please note: Some travel nationally and infrequent travel internationally will be required for this role.

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.

Additional Information

The successful candidates will be offered opportunities for developing their own careers in a number of directions including support for conference/workshop travel, upskilling through Insight's continuous professional development in areas like research ethics and data privacy, student supervision and development and submission of their own research project proposals.

Closing Date: Friday 8th of January 2021

Informal enquiries should be directed to:

Prof. Noel O'Connor, CEO | Insight SFI Research Centre for Data Analytics,

Email: noel.oconnor@dcu.ie

Tel: 01 700 0578

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 #RF1452 Strategy Support Officer**

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.