



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:** Tuesday 26<sup>th</sup> 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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #RF1452a Strategy Support Officer**

*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](#)*