



**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 assist with 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**

- Working with the cross-site Business Development and NE-NC teams, contribute to the development and implementation of the Centre's strategy for meeting its cost-share targets.
- Work with the Executive Management Committee and Head of Business Development to develop, design, deliver and implement integrated strategic planning across the Research Centre.
- Assist the Insight researchers and the Business Development Manager in industry engagement and intelligence gathering process.
- Work in partnership with other groups in Insight across the partner Universities, and outside to realise opportunities for the Centre.
- Development of pipeline of partnerships contributing towards the centre's cost share contribution targets.
- Work on projects of strategic importance across Insight, helping to create both internal and external networks that facilitate the implementation of strategic projects and relationships.
- Work with senior stakeholders to support the review and development of Insight's collaborative research engagement strategy, through organising a series of stakeholder consultation exercises and capability briefings, across defined industry sectors.
- Maintain an in-depth technical understanding of current trends in the technology industry and an understanding of the state-of-the-art research work being carried out in the Centre via regular deep engagement with the researchers within the centre.
- Oversee all governance and administrative activities for the Research Centre's Industry Advisory Committee (IAC).
- Contribute to annual reports, and preparation for SFI reviews.
- Manage the business development communications strategy including production of suitable communication pieces, such as PI/FI publicity pieces, case studies, internal and external event planning, contribution to annual report etc.
- Undertake other duties that may be required by the Business Development Manager or senior leadership from time to time.

## **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.*

**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.