



Senior EU Research Projects Coordinator
Grade V.II
ADAPT
Fixed Term up to 36 Month Contract

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

Background

The ADAPT Centre, a world-leading SFI Centre, is Ireland's global centre of excellence for digital content technology funded through Science Foundation Ireland's Centres programme. ADAPT combines the expertise of over 300 researchers across eight Higher Education Institutes (Trinity College Dublin, Dublin City University, University College Dublin, Technological University Dublin, Munster Technological University, Athlone Institute of Technology, Maynooth University, and National University of Ireland, Galway) with that of its industry partners to produce ground-breaking digital content innovations.

The ADAPT Centre executive function is co-hosted between Trinity College Dublin and Dublin City University. ADAPT brings together more than 300 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of Artificial Intelligence (AI), content analysis, machine translation, personalisation, e-learning/education, media technologies, virtual and augmented reality, and spoken interaction, as well as driving global standards in content technologies.

We now wish to recruit a Senior EU Research Projects Coordinator on a fixed term contract basis to coordinate the management and administration of multiple high-value research projects within the ADAPT Centre at DCU. The successful candidate will function as a full member of the local research team and also contribute to the operations of the ADAPT Research Development Team. They will be expected to apply their analytical, scientific and technical expertise to problem solving, and stimulating cross-disciplinary approaches in this regard. Reporting to the ADAPT Deputy Director, the successful candidate will facilitate the management of multiple externally funded projects (EU and other funders).

Role Profile

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Duties and Responsibilities

Please refer to the job description for the duties associated with this post.

Qualifications and Experience

External Applicants: Candidates must have a Primary Degree in Computer Science, Computational Linguistics or a related discipline or equivalent (NFQ Level 7) in an appropriate area plus 3 years' relevant experience.

Desirable

In addition to the above it is also desirable that candidates hold a Master's degree in a related area. Proven, relevant project management experience in an academic environment would be beneficial. It is desirable for the candidate to have a subset of the following skills:

Knowledge and Experience:

- Proven track record in project management and reporting of European research projects including complete project life cycle.
- Specialist knowledge of European Commission research funding instruments, in particular Connecting Europe Facility (CEF).
- Established track record in working as a partner/coordinator in large-scale, interdisciplinary, multi-partner collaborations.
- Proven experience in establishing and managing meaningful and productive partner relationships across boundaries between scientific disciplines, academia and industry.
- Previous experience in an academic research environment, and experience working in a multi-site research centre like ADAPT is highly desirable.
- Experience with translation technologies and a comprehensive understanding of machine translation.
- Knowledge of Applied or theoretical linguistic subjects .
- Excellent written and oral proficiency in English (essential), strong knowledge of Irish, and any other European language(s) is also required.
- Must possess excellent computer skills with experience of project management and collaboration tools.
- Ability to problem solve, to brainstorm and to generate innovative ideas and solutions.
- Excellent organisational, communication and conflict resolution skills.

- Proven ability to prioritise workload and work to exacting deadlines.
- Experience with outreach and event management in an academic research environment is highly desirable.
- Should be a bright, personable, motivated team player, who is disciplined, organized and can manage multiple projects at once.

Mandatory Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, GDPR and Compliance. Other training may need to be undertaken.

Salary Scale – Senior Admin Asst II: €50,302 - €68,024

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

Closing date: 10th of March 2021

Informal Enquiries: Informal queries should be addressed to Professor Andy Way, ph: 01-7005074, email: andy.way@adaptcentre.ie

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

Application Procedure

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref#RF1479: Senior EU Research Projects Coordinator

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](#)*