



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

- Manage a team of research project officers in successfully managing the implementation of a range of EU projects and deliverables.
- Liaise with the ADAPT Research Development Team and directly with researchers to develop their ideas and plans to ensure successful delivery, execution and timely management of relevant projects.
- Liaise with the ADAPT Research Development Team to manage the internal DCU administration and approval process for EU funding projects.
- Liaise closely with relevant stakeholders including Irish government departments, public bodies and European Commission-funded organisations to identify and exploit research opportunities
- Lead and mobilise the agreed project methodologies with team members and other stakeholders.
- Define, implement and execute project plans for multiple projects, including: project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements.
- Accountable for evaluating the performance of all aspects of the project, resolving issues or escalating as required
- Ensure that all project outputs (including research objectives) for multiple projects are delivered to the agreed appropriate levels of quality, on time and within budget.
- Ensure that project deliverables are delivered in accordance with the project plans and coherent with the overall project objectives.
- Provide progression and status reports on all aspects of multiple projects to all key stakeholders and project team members.
- Provide financial status reports for each project.
- Ensure intellectual property assets are managed appropriately, ensuring data confidentiality as needed.
- Carry out any other related duties as outlined by the ADAPT Deputy Director.

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.