



## **Commercialisation & Industry Engagement Coordinator**

### **Senior Administrative Assistant II**

#### **Insight SFI Research Centre for Data Analytics**

#### **Fixed Term Contract up to 24 months**

### **Dublin City University**

Dublin City University [www.DCU.ie](http://www.DCU.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

### **Insight**

The Insight 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), National University of Ireland, Maynooth (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.

### **Principle Duties and Responsibilities**

The duties and responsibilities of the position include:

- Assist in the development of, and implementation of the Site's business development strategy.
- Play a lead role in the achievement the Site's business development budgets, targets, goals and objectives.
- Identify opportunities for collaboration with industry partners and funding organisations.
- Identify and promote potential areas of inter-disciplinary and multi-disciplinary collaboration within the Centre and the University.
- Maintain an up to date knowledge of the state of the art research being carried out at the Site and match the needs of industry to the emerging research capabilities and technology being developed by the research groups.
- Maintain a good knowledge of the University's policies as they relate to research e.g. governance, data management, ethics and intellectual property, and ensure these policies are taken into account during the process of contract development and negotiation.
- Provide assistance to researchers engaging with industry collaborators in co-ordinating and developing external and internal research project submissions.
- Work closely with DCU's TTO, Invent on opportunities for research commercialisation including identifying opportunities for spin-outs and spin-ins.
- With assistance from the wider BD team, plan and organize demonstrations of collaborative research outcomes at public and industry events. Help research teams present their work in a manner suitable to the relevant audience.
- Working in concert with the wider BD and Communications teams, ensure that appropriate quality promotional materials such as brochures, videos, podcasts relevant to industry audiences are developed and produced.
- Manage the engagement process with Partner Institutions, Partner Centres and/or industry partners as required.
- Ensure the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports for the Centre Manager and Director, as requested.
- Any other relevant task as requested by the Centre Manager or Centre Director.

### **Qualifications and Experience**

**Essential:** Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area such as business or marketing or engineering, computing or life sciences plus 3 years' relevant experience in a business development, sales or client management role.

In addition to the above it is also desirable that candidates hold a Master's degree or PhD in a related area such as Life Sciences, Engineering or Computing. Experience in managing and coordinating funding/revenue and project acquisition through industry, and/or national and international funding agency collaboration would be beneficial.

It is desirable for the candidate to have a subset of the following skills:

- Knowledge of relevant academic structures and the Higher Education sector
- Experience in establishing or running collaborative research projects between academic institutions and industry.
- A strong communication negotiating skills. The successful candidate must be able to present to both current and potential industry partners at Senior Management, Research and Development and Sales and Marketing levels.
- Strong analytical, administrative and stakeholder management skills with an ability to influence and persuade at the highest level is essential.
- Proven ability to manage multiple simultaneous proposals
- Knowledge of the IP issues arising in the context of academic research and in particular related to computer software and algorithms.

As a summary the candidate must have:

- Strong focus on delivering results in line with desired objectives
- Experience in successfully leading and/or assisting teams
- A pro-active self-starter with the ability to encourage and stimulate cross-group collaboration
- Exceptional communication skills, both written and oral
- Strong problem solving and analytical skills and an ability to learn quickly
- High level of proficiency in IT packages including MS Office, MS Project etc.

### **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.