



Senior Administrative Officer (Insight)

Senior Administrative Assistant I

Insight SFI Research Centre for Data Analytics

Fixed Term Contract up to 24 months

Dublin City University

Dublin City University 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.

Role Profile

This role will manage the effective operation of the Insight General Office and will partake in leading and supporting Administration and Reporting, Financials such as managing the Insight Purchasing System including accounts payable (invoicing, supplier queries, and will also support communications and events. Play a leading role in the planning and organization of demonstrations of collaborative research outcomes at public and industry events. The role will also assist research teams present their work in a manner suitable to the relevant audience among other duties.

Principle Duties and Responsibilities

The duties and responsibilities of the position include but are not limited to

- Administration/Reporting
- Maintain effective liaison with Faculties and other units in the university e.g. Faculties, Finance, Graduate Studies Office, International Office, RIS, Invent, Health & Safety, Estates, ISS etc.
- Lead the regular review of the operation of systems and processes to identify improvements or developments. Drafting of new or updated SOPs etc.
- Lead the postgraduate student recruitment, registration and on-boarding process including ensuring all documentation relating to postgraduate students is in order until their graduation. Ensure students take necessary training as indicated by their funding body or course requirements.
- Provide administrative support to PIs and FIs on the submission of research proposals, as required.
- Provide administrative support to Research Integration Coordinators or Business Development Managers on submission of GDPR and/or Ethics and/or other compliance documentation as required.
- Provide administrative support to Senior Management to include preparation of agendas, meeting scheduling, travel and accommodation requirements (including visitors and external stakeholders), recording of outputs, follow-up on key decisions with senior stakeholders and logs of documents. Timely preparation of presentations for meetings, as required.
- Manage the effective operation of the Insight General Office, to include managing diaries, travel, phone, multiple email accounts, letters, staff and student requests, space, meeting room bookings and catering, meet and greet visitors to Insight from reception, health & safety checks etc.
- Take the lead on ensuring that H&S and associated documentation is correct, appropriate protocols are in place and that policies are regularly reviewed and approved as necessary by the relevant DCU units.
- Working with the relevant members of the Operations teams, play a leading role in ensuring the accurate and timely preparation of governance/annual/quarterly and monthly metrics reports for each project and programme and reporting to the industry sponsor, as requested.
- Bring to the attention of the Centre Manager any issues which affect the operational efficiency of the Centre.

- Troubleshooting on issues as they arise within projects with other Operations team members, as appropriate.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.

Financials

- Manage Insight Purchasing System including accounts payable (invoicing, supplier queries) and liaison with the Finance Dept.
- Set up suppliers on the system, assist vendors with payment/invoicing issues, and oversee bank transfers for payments, as required.
- Manage expenses and credit cards for senior management and PIs, as required.
- Take the lead on managing any tendering associated with Insight projects, in accordance with public sector procurement regulations and DCU Procurement policies
- Manage balances for PhD budgets and spending related to postgraduate students.
- Manage the fixed assets register and accompanying documentation for Insight.

Communication/Events

- Play a leading role in the planning and organization of demonstrations of collaborative research outcomes at public and industry events. Help research teams present their work in a manner suitable to the relevant audience.
- Assist in developing and producing promotional materials such as brochures, videos, podcasts relevant to industry and external stakeholder audiences.
- Lead the organisation of site visits for research bodies, industry collaborators and funding agencies, and assist in the preparation of associated literature and paperwork where necessary.
- Lead the organisation of Insight conferences, workshops, funder reviews, internal seminars, training courses, meetings and events including Centre staff activities such as team building and training.
- Keep relevant Insight social media accounts updated.

Qualifications and Experience

Minimum Internal Service Criteria Please note that internal service criteria will apply

Please note staff must have successfully completed their probationary period.

In addition to the above, it is desirable the candidates process the following:

- A related primary degree
- 3 years' relevant experience in the administration or project management of complex high-volume, multi-dimensional processes or projects
- Experience of working with systems and processes in a third level institution
- A positive work ethic and outlook, and a demonstrable commitment to high quality work
- Ability to work independently as well as part of a team
- Proven experience working in a research environment

- Strong problem solving and analytical skills
- Strong quantitative reasoning skills
- Excellent communication (written and oral) and interpersonal skills
- Excellent stakeholder management skills to include the ability to build and maintain positive working relationships with a diverse range of stakeholders

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.