



**Commercialisation Support Officer**

**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](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.

### **Role Profile**

Due to continued growth and diversification of Insight's research activities through Irish and International funding agencies, industry partners and European Union sources, we now wish to recruit a Commercialisation Support Officer on a fixed-term full-time contract basis. The successful candidate will have primary responsibility for engaging with existing and potential industry partners to identify their needs and match the industry partner with the appropriate academic expertise in Insight@DCU and elsewhere within Insight.

This position is based at Dublin City University and will report to Insight@DCU's Centre Director and Centre Manager. The position forms part of a broader Business Development team within Insight and the Commercialisation Support Officer will be expected to collaborate closely with other members of the business development and project teams at other Universities and with our external partners.

### **Principle Duties and Responsibilities**

#### **Working with Industry:**

- Working with the Commercialisation and Industry Engagement Coordinator (CIEC), build links with indigenous and international industry, to create awareness of Insight@DCU's expertise and technologies and the overall Insight research agenda.
- Assist the CIEC with executing the Site's strategy for collaboration with industry through research contracts, consultancy and knowledge transfer.
- Pro-actively support researchers engaging with industry collaborators in co-ordinating, developing and executing external and internal research agreements with industry partners and other stakeholders.
- Manage the engagement process with Partner Institutions, Partner Centres and/or industry partners as required.

#### **Knowledge Transfer and Commercialisation:**

- Liaise closely with CIEC and DCU's Technology Transfer Office in assessing research outputs for IP protections and commercial potential.
- Work with the CIEC to identify potential opportunities for research commercialisation from active and past research projects
- Assist with training and promotion of entrepreneurship and commercialisation within the Insight@DCU researchers.

-

#### **Communication:**

- Work alongside the BD team and Operations team 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 the CIEC and Communications teams in developing and producing promotional materials such as brochures, videos, podcasts relevant to industry audiences.

- Working with the relevant members of the BD and Operations teams, ensure 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.
- Troubleshooting on issues as they arise within partner management 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.

**The successful candidate will also be expected to:**

- Maintain awareness of activities across Insight@DCU and enhance organizational efficiency through dissemination of ideas/technology/expertise across programmes.
- Provide assistance to Insight's Research Accountant with budgetary reporting/analysis
- Provide assistance with writing of reports and grant applications, where appropriate
- Manage engagement with industry sponsors and partner institutions and other partner Research Centres.
- Provide project management to multiple research and commercial engagement projects and, where necessary, act as client liaison manager.
- Assist the CIEC and Centre Manager with IP audits of relevant research activities.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

**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 possess the following:

- A postgraduate degree in Engineering, Computer or Life Science
- Three years' experience within industry in business development, project management or marketing in a research environment.
- A track record in project management and collaborative academic/industry research.
- Knowledge of technology trends and commercial issues in the area of Data Management and analysis is required.
- Experience working in both industry and academic environments
- Experience creating media content such as videos, podcasts or brochures
- A PhD in a relevant discipline will be a distinct advantage

**As a summary, the candidate must have:**

- Excellent project management skills with a demonstrated track record in successful project delivery from inception to release
- Strong focus on delivering results in line with academic objectives
- Experience in successfully leading and/or supporting teams
- Strong interest in applied research and industry funded research
- The ability to encourage and stimulate cross-group collaboration
- Exceptional communication skills, both written and oral
- Excellent interpersonal skills and an ability to build and nurture relationships

- 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.

**Please note: Some travel nationally and infrequent travel internationally will be required for this role.**