



**Project Officer EU Research Projects  
Senior Administrative Assistant  
ADAPT  
Fixed Term Contract up to 31<sup>st</sup> December 2023**

## **Overview**

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.

## **ADAPT**

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at seven universities (Trinity College Dublin, Dublin City University, University College Dublin, Technological University Dublin, Maynooth University and Cork Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 200 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 content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken

interaction, as well as driving global standards in content technologies. As part of the ADAPT Centre's remit, it will also be responsible for the ADAPT research programme as ADAPT is an evolution of the ADAPT Centre.

With €50m in new research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under EU Horizon Europe and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

We now wish to recruit a Project Officer on a fixed term contract basis to facilitate the management of a portfolio of EU projects run by the ADAPT Centre. This role is based in the ADAPT Centre in Dublin City University.

### **Role Profile**

Reporting to the Principal Investigator and the Senior EU Projects Coordinator, the successful candidate will work within a small group of academic researchers, project managers, and consortium members whose primary focus is to collectively deliver the expected outcomes outlined in each project documentation. The Project Officer will facilitate the management of such projects, and will be responsible for planning, organizing, and directing their completion while ensuring these projects are on time, on budget, and within scope. This will involve liaising closely with the European Commission and other funders, public bodies, consortium members and other stakeholders. As the projects are formed by a consortium of partners across European countries, the Project Officer will liaise with technologists, academics and government officers from these countries. Travelling might be required.

The Project Officer will nurture and strengthen relationships with the funders and Consortium Partners and address their project requirements through effective project management.

### **Duties and Responsibilities**

The Project Officer will nurture and strengthen relationships with the funders and Consortium Partners and address their project requirements through effective project management. Some expected tasks are as follows:

- Work closely with stakeholders to understand use-cases and ensure these are aligned with the project milestones and deliverables.
- Lead and actively mobilise the agreed project methodology with team members and other stakeholders.
- Design and implement the local project plan, including: project scope definition, work breakdown, resource planning, schedule development, budgeting and reporting requirements.

- Evaluate the performance of all aspects of the project, resolve issues or escalate as required
- Ensure that all project outputs (including research objectives) are delivered to the agreed appropriate levels of quality, on time and within budget.
- Ensure project deliverables are delivered in accordance with the project plan and coherent with the overall project objectives.
- Provide project progression and status reports on all aspects of projects to all key stakeholders and project team members.
- Provide financial status reports of each project.
- Track project costs in order to meet budget.
- Ensure intellectual property assets are managed appropriately, ensuring data confidentiality as needed.
- Manage communication and dissemination of activities within the project and manage project social media and website.
- Any other activity related to the projects requested by the PM lead and Principal Investigator

## **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, it is desirable that the candidate have a subset of the following skills

- Bachelor's degree in computer science, business, or a related field a masters qualification is also desirable
- Hold a professional project management qualification
- Strong familiarity with project management software tools, methodologies, and best practices.
- Project Management Certification (desirable)
- Experience seeing projects through the full life cycle
- Excellent written and oral proficiency in English (essential), other EU language (desirable)
- Should possess excellent computer skills with experience of project management and collaboration tools.
- Previous experience in an academic research environment is essential, and experience working in a multi-site research centre like ADAPT is highly desirable.
- Experience of implementing the entire project lifecycle.
- Experience in supporting distributed teams.
- Ability to problem solve, to brainstorm and to generate innovative ideas and solutions
- Familiarity with the European research funding landscape and EC funded programmes
- Experience of working to exacting standards and tight deadlines in an SFI Research Centre environment
- 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, particularly Science Foundation Ireland funded, is highly desirable, particularly related to Education or Public Engagement in Research.
- Excellent communication and interpersonal skills, and knowledge of communications, public relations or marketing are also required.

**Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training:

Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.