



Applications are invited from suitable candidates for the following position:

**DCU Centre for Climate and Society
Research Centre Coordinator – (Grade IV)
Fixed Term Contract Up to Three Years**

Introduction

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.

DCU Centre for Climate and Society

The DCU Centre for Climate and Society is a new research centre that aims to provide cutting edge research, innovation and engagement on the societal dimensions of climate change by bringing together DCU’s significant expertise in the humanities, social sciences and related disciplines as they relate to climate change. The Centre is the first climate change research centre in Ireland with a core focus on humanities and social sciences perspectives.

Role Profile

Dublin City University is seeking to appoint a Research Centre Coordinator to undertake the day-to-day administration of the DCU Centre for Climate & Society.

Duties and Responsibilities

See job description for list of main duties and responsibilities.

Qualifications and Experience

The successful individual will have a primary degree and ideally a postgraduate qualification. They should have a strong track record in administration, financial management, and have experience in managing teams. They will have excellent organisational and communications skills. They will have the ability to communicate the Centre's activities to a range of stakeholders, both internal and external. Experience in the university sector is desirable, but not essential.

Key Competencies

Applicants will be assessed under the following competencies:

Building and Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

Communication

Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholder in an engaging and convincing manner in order to progress the project effectively.

Personal Effectiveness and Excellence

Continuously strives to learn about how things are done, why they are done that way, how they can be improved and how the role impacts on everything. Is effective in planning, organising and managing their workload and in sharing information. Strives to achieve the highest standards in the completion of tasks, has effective time management skills and the ability able to multi-task and prioritise in a busy deadline driven work environment

Problem Solving and Decision Making

Demonstrates capacity to analyse and interpret information to identify key issues when solving problems and knowing when to consult with others to inform decision making.

Essential Training:

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.

Salary Scale: (Admin Assistant point 1 to 2): €37,158 - €39,164)

Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with Government pay policy.

Closing Date: Thursday 4th November

Informal Enquiries in relation to this role should be directed to:

Dr David Robbins. Email: david.robbins@dcu.ie

Please do not send applications to this email address, instead apply as described below

Application Procedure:

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to

hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref: #RF1578 Research Centre Coordinator

Dublin City University is an equal opportunities employer. In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available [in the DCU Policy Starter Packs](#)