



## **JOB DESCRIPTION**

### **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](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.

#### **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**

The Research Centre Coordinator will report to the Centre Director and the two Co-Directors. The duties associated with this role will include (but are not limited to):

- management of the Centre's finances on the DCU systems;

- management of PhD students, post-doctoral researchers, interns and other personnel associated with the Centre;
- identifying research funding opportunities for the Centre and its members;
- planning Centre events and meetings;
- identifying networking and collaboration opportunities for the Centre both in Ireland and internationally;
- liaising with Centre funders, donors, and other partners;
- managing the Centre's email database;
- managing and regularly updating the Centre's website;
- compiling and issuing regular Centre email newsletters.

### **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.