



Applications are invited from suitably qualified candidates for the following position

<b>Post Title</b>	<b>Research Integration Coordinator</b>
<b>Research Centre</b>	<b>ADAPT</b>
<b>Post Duration</b>	<b>3 Year Fixed Term Contract</b>

### **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.

### **Overview of the department**

ADAPT is the world-leading SFI research centre for AI Driven Digital Content Technology, coordinated by Trinity College Dublin and based within Dublin City University, University College Dublin, Technological University Dublin, Maynooth University, Munster Technological University, Athlone Institute of Technology, and the National University of Ireland Galway. ADAPT's research vision is to pioneer new forms of proactive, scalable, and integrated AI-driven Digital Content Technology that empower individuals and society to engage in digital experiences with control, inclusion, and accountability with the long term goal of a balanced digital society by 2030. ADAPT is pioneering new Human Centric AI techniques and technologies including personalisation, natural language processing, data analytics, intelligent machine translation, human-computer interaction, as well as setting the standards for data governance, privacy and ethics for digital content.

## Role Profile

The ADAPT Centre is now seeking to appoint a Research Integration Coordinator to lead project management and administration activities across multiple research projects. The successful candidate will have significant scientific expertise as well as project management and communications skills and experience. The central role of the Research Integration Coordinator is to facilitate efficient management, and integration of ADAPT research projects through the application of project management and communications strategies, in addition to their scientific expertise. While the successful candidate will primarily coordinate platform projects there may be opportunities to become involved Spokes and NENC projects as well as platform projects.

## Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

## Qualifications and Experience

### Essential Criteria

Candidates must have a Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years' relevant experience including significant science experience as well as project management experience.

### Desirable Criteria

In addition, the ideal candidate will have:

- Significant project management skills and experience.
- A postgraduate degree (a PhD degree in an area related to Language Technology and/or recognised project management credentials would be highly advantageous).
- Experience in project management and reporting of collaborative research projects including complete project life cycle pre and post award.
- Experience working in a similar role in large scale, interdisciplinary, multi partner collaborations.
- Experience in project management in an RD&I environment.
- In depth knowledge of national research priorities and strategies.
- Excellent knowledge of agile methodologies.
- Previous experience in an academic research environment is highly desirable.
- Should be a personable, motivated team player, who is disciplined, organized and can manage multiple projects/tasks at once.
- Exceptional organisational skills and a strong work ethic.
- Excellent social skills and ability to build lasting relationships with Centre researchers, academics and support teams.
- Ability to work independently and across multiple projects or tasks in parallel.
- Excellent communication skills, written and verbal.
- Computer literacy and ability to interpret and follow instructions accurately.

## Essential Training

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

**Salary Scale: Senior Administrative Assistant 1** €49,679 - €59,583

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

**For more information on DCU and benefits, please visit [Why work at DCU?](#)**

**Closing date:** Wednesday 24<sup>th</sup> November 2021

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

Professor Andy Way, Deputy Director, ADAPT.

Phone + 353 (0)1 700 5074

Email: andy.way@adaptcentre.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> (external applicants)

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

[hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #RF1596 Research Integration Coordinator ADAPT**

*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*