Applications are invited from suitably qualified candidates for the following position

Post Title	**Research Integration Coordinator**
Research Centre	**ADAPT**
Post Duration	**3 Year Fixed Term Contract**

Dublin City University

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.

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

- Support ADAPT Principal Investigators and Funded Investigators in the delivery and execution of specific programme objectives, deliverables and milestones within platform research projects.
- Encourage collaboration and information sharing across the Centre via initiatives such as research seminars and focussed scientific meetings.
- Communicate research impact, progress and issues to PIs, Centre Management and Operations teams.
- Act as a knowledge, information and communications conduit between and across platform research strands, operations team members and spokes/commercialisation team on research progress and developments.
- Constantly maintain awareness of activities across ADAPT to enhance organisational efficiency through dissemination of ideas/technology/expertise across programmes.
- Provide regular updates on research progress to Principal Investigators and Centre Management, alerting them to emerging technical issues or timeline slippage.
- Manage and direct team communication strategies and systems, both within and across projects and programmes.
- Work closely with ADAPT operations teams.
- Provide coordination of all research programme meetings (at all levels from full team to individual researchers) and ensure that appropriate notes and decisions are tracked.
- Assist in the organisation of plenary 'scientific meetings' across ADAPT research strands and support cross-strand collaborative research and communications.
- Provide regular project progress reporting to Centre Management and Directors providing a high-level view of research progress against deliverables and milestones and flagging potential or emerging issues in advance.
- Alert Pis/Fis and Centre Management team to resource allocation issues.
- Assist in managing the tracking/reporting of project/programme metrics.
- Contribute to the preparation of governance/annual/quarterly and metrics reports for each project and programme.

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.