Applications are invited from suitably qualified candidates for the following position:

Research Centre: ADAPT

Post Title: Temporary Research Integration Officer

Post Duration: 3 month 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.

Background

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.

The Role
The ADAPT Centre is now seeking to appoint a temporary Research Integration Officer to support the project management and administration activities across multiple research projects. The successful individual will have project management and communications skills and experience. While the successful individual will primarily support platform projects there may be opportunities to become involved in 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

Minimum Criteria:

The successful individual will have project management skills and experience, along with a primary degree (a recognised project management credentials would be highly advantageous) with relevant experience, along with the following:

Highly Desirable:

- Experience in project management and reporting of collaborative research projects including complete project life cycle pre and post award
- Experience in project management in an RD&I environment
- Knowledge of national research priorities and strategies is highly desirable
- Excellent knowledge of agile methodologies
- 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 interpersonal 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 post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required. All of these training courses are provided within DCU.

Additional Information

Salary Scale: €37,158-€55,337
Appointment will be commensurate with qualifications and experience and in line with current

Government pay policy.

Closing date: 17ᵗʰ December 2021

Informal enquiries to: Ger Hickey, Research Programme Manager, ger.hickey@adaptcentre.ie

Application Procedure

Applications should be submitted via:
https://docs.google.com/forms/d/e/1FAIpQLSdppHaA6xnt7nw2mAxh9k15AJQn2EiTDqg4Cx3Y9-RgW3uBaQ/viewform

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #RF1603 Temporary Research Integration Officer

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