



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

**Senior Centre Administrator
Senior Administrative Assistant II
3 year Fixed Term Contract
ADAPT**

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.

ADAPT

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 Overview

We now wish to recruit a Senior Centre Administrator to develop strategies and scalable processes to manage the communication, coordination and reporting of the research programme outputs and performance metrics of research activities across the 8 partner universities. Reporting to the Head of Research Strategy & Integration the Senior Centre Administrator will be a critical part of the Centre's Executive Management team with responsibility for developing strong relationships with the Centre's key external stakeholders and lead the communication activities around KPIs and metrics reporting for the Centre with a direct communications link to SFI project officer and SESAME team.

Duties and Responsibilities

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

Qualifications & Experience

Applicants must hold a primary degree or equivalent (NFQ Level 7), with a minimum of 5 years' relevant experience in a large research centre. The post-holder will have

- Experience in reporting on complex research programmes in a higher education environment or large-scale research centres
- In-depth knowledge of SESAME and a comprehension of SFI reporting processes and protocols
- Exceptional communication skills and the energy & ability to forge and maintain excellent working relationships with diverse stakeholders across multiple institutions, establishing rapport to help influence and develop effective networks.
- Experience in producing executive reporting for stakeholders across all levels
- Excellent organisational and task management skills together with the ability to adapt and prioritise workload to meet changing circumstances
- Have a solution-orientated approach and experience working in complex change environments
- Have a proactive approach to work, anticipating and resolving problems; strong attention to detail anticipating and addressing issues and delivering quality work with minimal errors under pressure
- Strong customer relationship skills are essential. Demonstrate emotional intelligence and communicate with a high level of initiative, tact, diplomacy and confidentiality.
- Demonstrate initiative, persistence, flexibility and a high level of motivation and enthusiasm for the role, is committed to the Centre and wants to contribute to its development
- Be a strong team player as well as have the ability to flourish in an environment with a high level of autonomy and personal accountability.
- Demonstrable comprehension of reporting processes and requirements for SFI-funded Centres and ability to identify issues and provide persuasive justifications in response to queries from funding bodies

In addition to the essential skills and experience above, it is desirable that the candidate would have direct experience in administration of a large-scale research centre. Prior experience in an SFI-funded environment and in-depth knowledge of SESAME grants and awards management system would also be highly advantageous.

Essential Training

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

Salary Scale:

Senior Administrative Assistant II, Grade V.II: €50,805 - €68,704

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

Closing date: Monday 21st February 2022. It is envisaged interviews will take place week commencing 14th March 2022.

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

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

Informal enquiries should be directed to prof Andy Way, Deputy Director, ADAPT, Tel: 01 7005074, 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

Please clearly state the role that you are applying for in your application and email subject line:
Job Ref: #RF1617 Senior Centre Administrator

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](#)