Job Description
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

The Senior Centre Administrator will be responsible for managing and delivering the Centre's reporting requirements, KPIs and metrics across 8 university partners. As a member of the Centre's Executive Management team, the successful applicant will provide expert analysis and reporting updates of Centre progress towards its short and long term targets to senior management. This role will have responsibility for developing and building key strategic working relationships with academics, researchers, NENC, EPE, commercialisation, finance, HR, research development offices and research librarians across all partner universities to ensure the efficient coordination and reporting of Centre outputs. Reporting to the Head of Research Strategy & Integration, the Senior Centre Administrator will:

- Develop a centre-wide strategy for complex reporting of the increased ADAPT Phase 2 research programme outputs and metrics that operates seamlessly within an inter-institutional environment comprising 8 academic partners situated nationally
- Devise and implement a strategy for recording and monitoring ADAPT's impact in relation to SFI's 8 impact Pillars in collaboration with the Head of Research Strategy & Integration
- Develop key working relationships with Research Strand leads and senior academics to ensure an understanding of KPI reporting requirements and establish robust mechanisms to enable the reporting of key data and research activities
- Be responsible for liaising directly with the SFI Programme Management Team and leading communication activities around KPIs and metrics reporting for the Centre
- Develop and drive strategies and scalable processes to manage the communication, coordination of reporting in SESAME (SFI's online grants and awards management system)
- Manage the applications and approval process with the funding agency to ensure the successful on boarding of new Co-PIs and Funded Investigators to the Centre
- Spearhead and develop a mechanism for aligning academics into the research programme in close collaboration with the research Strand leads and the Head of Research Strategy and Integration
- Advise and communicate with ADAPT academics and researchers in relation to research outputs and publications and funding agency open access requirements in order to maximize impact
- Provide expert insight, analyse and summarise complex data for annual and progress reports to facilitate negotiation and validation of annual cumulative KPIs
- Understand the complex reporting processes and protocols to enable effective communication and reporting on KPI & metrics and recommend actions to the Centre's Executive Management Team, Funding Agencies, Governance Board and key stakeholders
- Work closely with ADAPT's Head of Research Strategy & Integration, Research Programme Manager, Commercialisation Team, EPE Manager, Communications Manager and research

leaders 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.

- Manage and oversee that ADAPT reporting requirements are delivered according to tight deadlines

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.