



Administrative Assistant (Grade IV)

Fraunhofer Project Centre for Embedded Bioanalytical Systems at Dublin City University

Fixed term Contract to 31st December 2021

Overview

DCU has a strong track record in attracting both Irish (Science Foundation Ireland and Enterprise Ireland) and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. Due to continued growth and diversification of Insight's research activities through Irish and International funding agencies, industry partners and European Union sources, we wish to recruit a Research Integration Coordinator on a fixed-term full-time contract basis with primary responsibility for leading project management and administration across multiple research projects. This is an exciting technical position in a highly innovative, applied research centre at Dublin City University. In collaboration with the Fraunhofer Institute for Production Technology (IPT) in Germany, "FPC@DCU" engineers next-generation life-science technologies for the benefit of people and societies. FPC@DCU operates at the challenging crossroads of microsystems engineering and the life sciences. Common fields of application are in-vitro ("Point-of-Care") diagnostics, pharma, life-science research, agrifood and environmental monitoring.

Role Profile

The purpose of this position is to provide operational and administrative assistance across the Centre's functions for finance, personnel and reporting. The post-holder will be required to provide professional and comprehensive management and administration of FPC@DCU's financial (budget, spending and financial reporting), human resources (recruiting, hiring, training, review) and reporting (quarterly and annual reporting) functions across all research programmes at FPC@DCU from all funding sources. The position is based at Dublin City University and the candidate will report to the Executive and Scientific Directors of the FPC@DCU.

Principal Duties and Responsibilities

Reporting to the centre director or a manager appointed by him on the duties and responsibilities attaching to the post include, but are not restricted to, the following:

Financial

- Provide financial management and reporting of all FPC@DCU Centre research across all funding streams. Provide financial reports to the Executive Director, for oversight and management committees and external stakeholders, including funding bodies.
- Liaise closely with the research management team, with individual Principal Investigators, and DCU Finance Office to ensure appropriate allocation of research budgets, accurate and correct spend, and compliant and timely reporting. Work to anticipate and resolve any financial or operational issues arising.
- Liaise with research leaders and provide ongoing financial planning within active projects. Engage with DCU Finance Office and funding agencies to facilitate reallocation in project budgets where required.
- Assist Centre staff with budgeting projections in the preparation of new research funding proposals.
- Oversee and assist in the procurement function for the FPC@DCU Centre, including day to day purchasing, formal requests for proposals and tendering, in accordance with public sector procurement regulations.
- Build relationships with and interact with individuals across DCU Finance Office and RIS and ensure that all FPC@DCU Centre financial management is in line with DCU Finance Office regulations and requirements.

General Administration

- Provide support in the centre reporting function, including periodic reports to the relevant Centre management committees, quarterly reporting to the external Steering Group and in preparation of the Centre's Annual Reports to Science Foundation Ireland.
- Provide administrative assistance as required in preparation for and running of regular Centre activities, including periodic committee meetings, review meetings and other similar events.
- Provide support to the Executive Director in the general administration of Centre activities.
- Undertake any other duties that may be assigned by the Centre Manager, Centre Director or his/her nominee.
- Act as the first point of contact for FPC@DCU for both internal and external queries ensuring timely resolution, liaising with centre management and other university units as required.

Human Resources Administration

- In conjunction with FPC@DCU Centre Project Manager, establish and maintain processes for personnel administration across projects within the Centre and report on the allocation of time and resources across projects and funding sources.
- Maintain staff lists and contact information of FPC@DCU Centre staff and provide information for staffing profiles on Centre web site.
- Provide recruitment support and co-ordination across all FPC@DCU Centre research streams and projects at DCU. Assist with job specifications preparation and administrative support throughout the hiring process.

Qualifications and Experience

Minimum Criteria

Candidates must have a Primary Degree or equivalent (NFQ Level 7) qualification plus 3 years recent and relevant experience in administration, preferably in a higher education environment.

In addition, the ideal candidate will have:

- An ability to work effectively as part of a wider administrative team.
- Excellent written, and communication skills.
- Experience of coordinating and managing projects.
- Ability to multitask, prioritise tasks and work to deadlines.
- Strong IT skills with experience of databases and reporting tools.
- Particular experience with the Agresso financial management software system would be a distinct advantage.

Competencies

Applicants will be assessed under the following competencies:

1. Building & Maintaining Relationships

Ability to develop and maintain good working relationships with colleagues and others in a supportive manner, within and outside the organisation. Ability to show respect for the contribution of others. Experience of working successfully in a team environment.

2. Personal Effectiveness and Excellence

Continually strives for excellence when delivering role objectives. Is effective in planning, organising and managing their workload. Effective time management skills, the ability to multi- task and prioritise in a busy deadline driven work environment.

3. Problem solving and Decision Making

Demonstrates capacity to analyse and interpret information. Ability to identify key issues, solution oriented and knows when to consult with others to inform decision making.

4. Communication

Actively listens and communicates in a clear manner. Uses a variety of communication methods in a professional way and appropriate to the audience. Can communicate the demands of the task at hand to relevant stakeholders in an engaging and convincing manner, in order to progress a project effectively.

Mandatory Training

Post holders will be required to undertake the following mandatory training: Orientation, GDPR, and Compliance. Other training may need to be undertaken when required