



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

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

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

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.

Salary Scales: €36,685 - €54,789 per annum (Administrative Assistant - Grade IV).

Appointment will commensurate with qualifications and experience, and will be made on the appropriate point on the salary scale, in line with current Government pay policy.

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

Closing Date: 11th of December 2020

Informal enquiries should be directed to:

Dr. John Gleeson, Business Development Manager, Dublin City University

E-mail: john.p.gleeson@dcu.ie

Tel: 01 700 7663

Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Internal Vacancies website at <https://www.dcu.ie/hr/vacancies/current.shtml>.

Applications must be submitted by e-mail to hr.applications@dcu.ie

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref #ST1428 Administrative Assistant (Grade IV)**

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.