



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

Project Co-ordinator  
ADAPT  
Fixed Term contract up to 31st December 2023

**Background**

Dublin City University ([www.dcu.ie](http://www.dcu.ie)) is a research intensive, globally engaged, dynamic institution which has developed its own research specialists, established internationally recognized centres of excellence that have substantive collaborative links with leading universities and industrial partners. DCU is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. Through its mission to transform lives and societies through education, research and innovation DCU acts as an agent of social, cultural and economic progress. DCU is Ireland's fastest growing university and now hosts more than 17,000 students across its three academic campuses: DCU Glasnevin Campus, DCU St Patrick's Campus and CU All hallows campus. DCU has a strong track record in attracting both Irish and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. We offer a dynamic and internationally-focused environment in which to advance your academic career.

**Role Profile**

ADAPT wish to recruit a Project Co-ordinator on a fixed term contract basis to facilitate the coordination of Targeted Industry led research projects. Working at the boundary of research and industry, the ADAPT Centre targeted research programme is an industry-focused programme where teams of researchers and software developers partner with industry partners to work on solutions to industry needs. The Project Manager will ensure the successful delivery of multiple, concurrent Targeted Projects to schedule, cost, quality and to funding partners' expectations. Successful Industry participation is key to the ability of the centre to deliver economic and commercial impact, and to its future sustainability.

**Principle Duties & Responsibilities**

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

**Minimum Internal Service Criteria**

Please note that [internal service criteria](#) will apply

Please note staff must have successfully completed their probationary period.

**In addition, the successful candidate will ideally have:**

- Experience as a software release manager with full software development and delivery lifecycle experience is distinct advantage.
- Experience of traditional and agile software development methodologies.
- Experience in assisting cross functional distributed teams within a multinational matrix organisation.
- Excellent written and oral proficiency in English (essential), excellent communication and social skills both written and verbal.
- Experience working in a diverse, multicultural organisation.
- Experience in process engineering with a keen eye for defining and rolling out new processes, improving existing processes.
- Should possess excellent computer skills with experience of project management and partnership tools.
- Experience with assisting user trials and/or system performance evaluations.
- Familiarity with the scientific evaluation and publication process.
- Experience with designing and mobilizing the project management process.
- Experience of implementing the entire project lifecycle.
- Ability to identify and mitigate risks, problem solve, to brainstorm and to generate innovative ideas and solutions.
- Proven ability to prioritise workload and work to exacting deadlines.
- Professional accreditation(s) in software development or project management methodologies is an advantage.
- Strong customer facing experience.
- Ability to negotiate access to resources in a matrix-type organisation.
- Excellent organisational, communication and conflict resolution skills.
- Adaptive thinker with broad perspective.

**Mandatory Training:**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

**Salary Scale:**

Grade v - €49,179- €59,260 (Senior Administrative Assistant I - Grade V).

*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.*

**Closing date:** 21<sup>st</sup> February 2021

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

Title. Clare Conran, Adapt, Dublin City University.

Phone + 353 (0)1 7005639 Email: [clare.conran@adaptcentre.ie](mailto:clare.conran@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 Internal Vacancies website at <https://www.dcu.ie/hr/vacancies/current.shtml>.

Applications must be submitted by e-mail to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref: #ST1470 Project Co-ordinator**

*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](#)*