



**Insight Centre for Data Analytics
Project Officer (Grade IV)
Fixed term contract to October 2017**

Overview

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is a joint initiative between researchers at University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions. It brings together a critical mass of more than 350 researchers from Ireland's leading ICT centers to develop a new generation of data analytics technologies in a number of key application areas.

The €88m Centre is funded by Science Foundation Ireland and a wide range of industry partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 30 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy. Current project funding is to July 2019.

Role & Function

The Insight Centre at Dublin City University now wishes to recruit a Project Officer on a fixed-term full-time contract basis with primary responsibility for providing a highly professional, proactive and comprehensive research support function for an Industry Targeted Project as well as a School of Health and Human Performance H2020 Project.

This position is based at Dublin City University. The post holder will work closely with Insight's Funded Investigators, Research Integration Co-ordinator and EU Grants Co-ordinator. As a member of the Operations team within Insight, the post-holder will report to the Centre Manager and the Centre Director at DCU in addition to project Principal Investigators. The position forms part of a broader Operations team within Insight and the post-holder will be expected to collaborate closely with other members of the team.

Duties and Responsibilities:

The successful candidate will provide post award administration, project management and co-ordination support.

The Project Officer will undertake duties and responsibilities that will include, but are not restricted to, the following activities:

- Act as project and administrative coordinator for several research projects as required and ensure project deadlines are achieved. Compile metric information for Principal Investigators, SFI and other sources.
- Provide full administrative support for several projects including organising project events, including consortium meetings, maintaining agendas and minutes at meetings. Managing the tracking of timesheets, coordinating and submitting annual financial and technical reports, monitoring payment of suppliers, purchased materials, purchase reports and planning travel.
- Coordinate, manage and implement project events such as workshops and conferences. Coordinate all programme meetings (at all levels from full team to individual researchers)
- Coordinate and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties.
- Responsibility for managing the tracking/reporting of project/programme metrics, including budgeting, financial progress reporting and highlighting potential issues (i.e., overspends) and deviations from budget.
- Contribute to the preparation of governance/annual/quarterly and metrics reports for each project and programme.
- Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system if required.
- Oversee tendering associated with the project, in accordance with public sector procurement regulations.
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels.
- Manage the engagement process with Partner Institutions.
- Develop a communications framework for projects that would include websites and dissemination materials.
- Coordinate and support the recruitment process where required for new staff and students.
- Build relationships with and interact with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting.
- Troubleshooting on issues with the EU income distribution and with Grant Agreement.

Experience and Qualifications

The post-holder must possess a primary degree or equivalent, relevant work experience and fluency in an EU language other than English. In addition, the successful applicant must have:

- A proven track record with EU research projects in a higher education environment.
- EU project management training and/or experience in working with EU funded projects is an essential requirement.
- Knowledge of Research Centre and University Administrative procedures is also an essential requirement for this position.
- Experience of producing complex budget projections, understanding of taxation and expense management, and monitor millions of euro in cash distributions.
- Experience of working in Higher Education environments with experience of administering research projects in complex environments (e.g. multiple partners /

stakeholder institutions).

- Excellent organizational skills, with the ability to co-ordinate and progress the tasks associated with the post on own initiative and contribute to the on-going development, refinement and co-ordination of the project management process.
- Demonstrated experience of managing and prioritising a varied workload and must show flexibility and adaptability in their approach to tasks.
- The ability to work effectively as part of wider administrative and project teams.
- Excellent communication and interpersonal skills and be committed to delivery of a superior service whilst interacting with senior academics from multiple countries and business owners.
- The ability to work effectively to deadlines and be able to negotiate supporting researchers who may travel extensively and work outside of customary business hours.

Competencies required for this post are:

- **Building & Maintaining Relationships:** Has an ability to develop and maintain good working relationships with fellow colleagues and others, within and outside the organisation. Takes a focused approach to developing contacts throughout DCU.
- **Personal Effectiveness/Excellence:** Continuously strives to learn about how things are done, why they are done that way and how the role impacts on everything. Is effective in planning and managing his/her workload.
- **Communication:** Communicates in a clear manner and actively listens and engages to gain understanding. Uses a variety of communication methods in a professional way and appropriate to the audience.
- **Team working:** Working together in a supportive manner to share tasks and information. Shows respect for the contribution of others. Will respond positively with the team, to the need for change

Closing date: 13th October, 2015

Salary scales: €33,625 - €50,750

Full details of salary upon promotion for internal staff can be viewed at:

<http://www.dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Informal Enquiries: Informal queries should be addressed to

Name: Dr. Kieran Moran

Email: Kieran.moran@dcu.ie

Application Procedure

To apply for this role, application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref 187: Project Officer (Insight)

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

Dublin City University is an equal opportunities employer