



**Insight Centre for Data Analytics
Reports Coordinator
Fixed Term Contract for Two Years**

The Insight Centre for Data Analytics is a joint initiative between researchers at UCD, NUI Galway, UCC, DCU, and other partner institutions. It brings together a critical mass of more than 350 researchers from Ireland's leading ICT Centres to develop a new generation of data analytics technologies in a number of key application areas.

Insight's Research Programmes and Application Domains will form the strategic focus areas around which we will identify opportunities for collaboration with industry partners and funding agencies. Insight's Research Programmes are Machine Learning and Statistics, Media Analytics, Optimisation and Decision Analytics, Recommender Systems, The Semantic Web and Linked Data, and The Sensor Web. Insight's Application Domains are Connected Health, The Discovery Economy, Digital Humanities and Journalism, Energy and Environment, Sport and Wellness and Media Processing. This position is funded by Science Foundation Ireland.

Role Overview:

The Reports Coordinator will be responsible for providing organization and analysis for the Insight Centre's reports, including collating and preparing multi-site documentation. Assignments for the Reports Coordinator may include pulling together financial and research output information for audits, providing project reports for industry partners, or facilitating local site operations documentation practices. This work can involve collecting data from a number of sources including internal records, individual departments, and outside agencies.

The Reports Coordinator will work very closely with the Chief Operating Officer and the Central Operations Finance Manager. He/she would also be in close contact with the Site Directors, Site Managers, SFI Grant Managers and Research Integration Coordinators.

Duties and Responsibilities:

The duties and responsibilities of the position include:

- Perform manual reporting tasks on daily, weekly, monthly, and quarterly intervals.
- Manage/coordinate/maintain existing automated reports.
- Consult with Executive Committee, Site Directors, Site Managers, Funded Investigators, and Operations Staff to refine requirements and delivery schedules of new requests.
- Follow through with assigned projects and provide updates to management staff and other interested parties.
- Document procedures and processes for less experienced staff.
- Document requirements, procedures and workflows as necessary for applicable reporting and database

initiatives.

- Create automated solutions for routine manual reporting tasks.
- Develop Microsoft Excel pivot tables and Agresso reports.
- Develop creative solutions using available data when given only output requirements.
- Conduct data analysis for various report requests from users across entire centre.

Qualifications and Experience:

The post-holder must possess a primary degree or equivalent and have a minimum of three to five years relevant work experience in financial reporting. Advanced knowledge of Microsoft Excel is required. Particular experience and working knowledge of Agresso and Dropbox is required. The post-holder will have excellent time-management, multi-tasking, organizational skills and pay strong attention to detail. The successful candidate must be able to co-ordinate and progress the tasks associated with the post on their own initiative and work without specific direction or supervision, as well as within a team. They post-holder must be able to maintain a high accuracy rate and have the ability to frequently meet deadlines in a continuously changing environment.

Competencies required for this post are:

- **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 their workload.
- **Supervision:** Takes a fair approach in supporting others to complete tasks and is capable of providing appropriate feedback if required.
- **Problem solving and Decision Making:** Is capable of analysing and interpreting information to identify key issues when solving problems. Knows when to consult with others to inform decision making.
- **Knowledge of Processes and IT:** Shows a willingness to engage with both processes and technology.

Closing date: Monday 18th May, 2015

Salary scales: €33,625 - €50,750

Application Procedure

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 #78: Insight Reports Coordinator

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

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