Operations Coordinator

Research Administration Unit (STEP)

Senior Administrative Officer (Grade V)

(Fixed Term Contract up to 24 months)

Background

Dublin City University (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.

The Research Project Administration Team aims to implement operational excellence in the administrative management of externally funded research projects. The service provided is designed to alleviate the administrative burden for academic staff involved in externally funded research projects, and to ensure effective financial and administrative project management, in parallel with efficient and streamlined operations. In parallel the Research Administration Team provides operational assistance for six DCU designated Research Centre’s. The Research Administration Unit is now recruiting an Operations Coordinator for the Unit. The appointed Operations coordinator will have a reporting line to the Research Administration Manager.
Role and Function:

This is a senior administrative position with the expectation of a proven successful track record in the area of team leadership and all functional areas of post award research administration in a third level environment. The post holder will be expected to make a significant contribution to the daily operations of the Unit and the attainment of its long term strategic objectives.

The role will involve responsibility for general management and administration in a variety of specified work areas in the context of the work of the Research Administration Unit (RPA), including but not limited to: Operational processes and procedures, Financial administration and management reporting, Project Management, Research Award Co-ordination, Research Recruitment Support.

Principle Duties and Responsibilities

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

Qualifications, Skills and Experience Required

This position is open to staff who meet the following criteria:
Primary Degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years’ relevant experience.

Please note staff must have successfully completed their probationary period.

In addition to the above, candidates should possess the following experience and skills
A project management qualification, and experience in post award EU funded project co-ordination is required and a proven track of success in managing or assisting in managing an administrative office function preferably in a higher education environment.

The ideal candidate will have exceptional attention to detail, be able to co-ordinate and progress the relevant tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management process. The post-holder must demonstrate the ability to work effectively as part of wider administrative and project teams, including third party, and have experience as a successful team lead.
The ideal candidate will have excellent organizational, communication and interpersonal skills and be committed to delivery of a superior service, have the ability to build and maintain relationships at all levels, be effective in communications to colleagues, college departments and external funding agencies, and possess the ability to influence outcomes when required.

The post holder will be a proactive self starter with ability and enthusiasm to encourage and stimulate team and workarea development. The post holder must possess the ability and proven experience in working independently at a very high level, meeting deadlines, prioritising and multi-tasking in a busy and deadline driven environment.

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: Salary scale €48,215 -€58,098 * per annum (Grade V)

*Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the Grade V scale, in line with current Government pay policy.

Informal enquiries can be made to Jennifer Egan, Manager, Research Project Administration, DCU. Jennifer.Egan@dcu.ie Ph: + 353 1 700 6991.

Closing date: 20th August 2020*

Application Procedure:

Application forms are available from the DCU Current Vacancies (Internal Vacancies) website at http://www.dcu.ie/vacancies/current.shtml
Applications should be submitted by e-mail with your completed application form to
hr.applications@dcu.ie.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref
#RF1359A Operations Coordinator

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