



Centre Administrative Officer
Grade IV
(Temporary contract up to November 2012)

The Centre for Next Generation Localisation (CNGL) is a DCU-led Science Foundation Ireland (SFI) funded Centre for Science Engineering and Technology directed by Prof. Josef van Genabith. CNGL is a €30M collaborative research centre that involves Dublin City University, Trinity College Dublin, University College Dublin, University of Limerick, and nine industrial partners who include world leaders in their respective fields.

The Centre for Next Generation Localisation (CNGL) is a dynamic Academia-Industry partnership with over 100 researchers developing novel technologies addressing the key localisation challenges of volume, access and personalisation. Our objective is to produce substantial advances in the basic and applied research underpinning the design, implementation and evaluation of the blueprints for the Next Generation Localisation Factory.

Our work is guided by the vision of enabling people to interact with content, products and services in their own language, according to their own culture, and according to their own personal needs.

We now wish to recruit an Administrative Officer on a fixed term contract basis with primary responsibility for providing administrative support across a broad range of Centre functions, including event management, reporting, and research development.

Duties and Responsibilities

The post-holder will be required to provide professional and comprehensive management and administration across a range of CNGL functions, including event management, centre reporting and research development. The duties and responsibilities of the position include:

Centre Reporting

- Responsible for data gathering and report compilation for CNGL activities at all levels across member institutions to internal and external stakeholders
- Collaborate closely with the CNGL Project Manager to ensure accurate record-keeping of research outputs, time-keeping, and deliverables across projects and institutions

- Collaborate with the CNGL Education & Outreach Manager to ensure events, outputs, milestones and news items are reflected on the CNGL web site in a timely manner.
- Work closely with CNGL Project Manager, IP Manager, Education & Outreach Manager and Research Leaders to maintain targets for Key Performance Indicators (KPI) and Performance Management Indicators (PMI) and maintain up-to-date records of accomplishments and outputs against targets
- Responsible for quarterly report generation to Centre Executive team for CNGL Oversight Board meetings
- Responsible for compilation and production of CNGL Annual Report to SFI and other external stakeholders

Research Development Support

- Pro-actively identify and track research funding opportunities from national, European and worldwide sources that provide opportunities for further development of the CNGL mission
- Collaborate closely with Research Offices of member institutions to support CNGL Research Leaders in the identification of new research opportunities and the development of proposals for funding
- Support CNGL Operations in the ongoing development and maintenance of Industrial relationships both with existing and potential new Industry partners.
- Provide administrative support in the preparation of new commercial collaborations

Meeting & Event Management

- Planning, organising, management and administration of regular CNGL events and committee meetings, including regular Integration Committee, IP Committee and Executive Committee meetings and bi-annual full Scientific Meetings
- Planning, management and administration of significant international scientific events such as workshops, conferences and committee meetings being organized in whole or in part by CNGL personnel across all member institutions

Experience and Skills Required

The post-holder must possess a primary degree or equivalent and a number of years relevant work experience. Experience with administration in an academic research environment, particularly Science Foundation Ireland funded, is highly desirable. Some experience in or knowledge of the Localisation industry or of Language Technology would prove highly advantageous, particularly knowledge of one or more of the CNGL Research areas:

- Language Technologies: Machine Translation, Speech Technology.
- Digital Content Management: Information Retrieval, Adaptive Hypermedia, Personalisation
- Localisation standards and workflows
- Software Systems: Systems Integration, Usability Studies

The **competencies required** for this post are as follows:

- **Knowledge of the Organisation/Sector:** The ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting the educational sector. Is capable of representing their area within DCU and knows when to relay back relevant information.
- **Knowledge of Processes & IT:** Shows a willingness to engage with both processes and technology.
- **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
- **Teamworking:** 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

Salary scales: €37,361 - €50,750
Subject to qualifications and experience

This salary scale may be affected by the provisions of the 2011 Budget

Closing date: 1 April 2011

Application forms are available from:

Human Resources Department, Dublin City University, Dublin 9.

Tel: +353 (0)1 700 5149 Fax: +353 (0)1 700 5500

E-mail: hr.applications@dcu.ie

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