



clarity-centre.org # # # # # ##### #

**CLARITY: Centre for Sensor Web Technologies
Dublin City University**

**Administrative Officer Grade IV
(Temporary Contract up to 30th June 2013)**

CLARITY is an SFI-funded CSET (Centre for Science Engineering and Technology), a research centre that focuses on the intersection between two important research areas - Adaptive Sensing and Information Discovery. It is a partnership between University College Dublin, Dublin City University and the Tyndall National Institute. CLARITY employs over 100 researchers including PhD students, postdoctoral researches and administrative staff, across the three sites and has over 40 ongoing research projects funded by SFI, Enterprise Ireland, Marine Institute, Environmental Protection Agency, EU FP7, European Space Agency, and directly by our industry partners. The CLARITY centre at DCU seeks an administrative officer to assist with the running of the centre at DCU.

Function:

The Administrative Officer will manage the administrative function and will be responsible for providing a professional and comprehensive administrative service in support of a range of activities associated with CLARITY.

Experience and Qualifications

The post-holder must possess a primary degree or equivalent and a number of years relevant work experience. Applicants for this post must have a proven track record in administration over a number of years, preferably in a higher education environment and ideally in a research environment. The post-holder will be capable of managing and prioritising a varied workload and show flexibility and adaptability while discharging their duties. S/he will be well-organised, be able to co-ordinate and progress the administrative tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of administrative processes. The post-holder must possess the ability to work effectively as part of wider project teams and will also have excellent communication and interpersonal skills.

Duties and Responsibilities:

The post holder will provide administrative support in a number of specified areas, as determined by the CLARITY Deputy Director. The duties and responsibilities attaching to the post include, but are not restricted to, the following:

- Act as the administrative point of contact for PIs, relevant academic and administrative staff within DCU, including the Graduate Studies Office, Registry, Finance Office, HR, OVPR, different Faculty Offices, and with relevant members of academic and administrative staff in partner institutions.
- Design and implement appropriate arrangements to facilitate equipment management, liaise with relevant members of staff within DCU and partner institutions, as appropriate
- Plan manage and support regular project progress meetings and other regular CLARITY meetings and events

- Plan manage and support significant international scientific events such as workshops, conferences and committee meetings being organized in whole or in part by CLARITY personnel across all member institutions
- Establish and maintain appropriate systems for the retention of student related data including lab books and equipment usage, liaise with the Graduate Studies Office, the Faculty Office and Registry, as appropriate
- Responsible for the management of relevant project accounts, and the generation of quarterly reports for the Centre Executive team
- Responsible for purchase ordering and all related centre finance functions that require use of Agresso
- Manage the administration of student fees and stipends and liaise with PIs and with the Finance Office, Registry and Faculty Offices, as necessary, Co-ordinate Researchers' and Students Activity Reporting and compile interim narrative and financial reports for submission to various funding bodies as well as maintaining the administrative records on reports, equipment and finance and act as an administrative point of contact for evaluations and audits by funding bodies
- Assume responsibility for the collection of PR and news material from the CLARITY work at DCU which is disseminated by online channels
- Manage all centre recruitment activities and act as point of contact on recruitment matters, with relevant university offices as appropriate
- Co-ordinate the tendering process for the purchase of research equipment
- Undertake any other duties as may be assigned by the Deputy Director

Required competencies

Knowledge of the Organisation / Sector

Has the ability to continuously learn and understand the structure, processes and relationships within DCU. Has an awareness of the issues impacting on the educational sector. Is capable of representing his/her area within DCU and knows when to relay back relevant information.

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 their 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

Informal enquiries to:

Prof Alan Smeaton, CLARITY, DCU, Dublin 9
E-mail: alan.smeaton@dcu.ie +353 (0)1 700 5262

Salary Scale: €37,361 - €50,750

These salary scales may be affected by the provisions of the 2011 Budget. Appointment will be commensurate with experience and may be subject to the first point of the salary scale.

Closing Date: 14th September 2011

Application Procedure:

Candidates should submit a completed DCU Application Form along with their CV to:
hr.applications@dcu.ie or Human Resources Department, Dublin City University, Dublin 9

Application forms are available at:

www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 7005149; Fax: +353 (0)1 700 5500; Email: hr.applications@dcu.ie#

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