

**FACULTY OF SCIENCE AND HEALTH  
THE NATIONAL CENTRE FOR SENSOR RESEARCH (NCSR)**

**PRTL Cycle V SmartBay and BioAT  
Administrative Officer Grade IV (Two Year Contract)**

This role is split across two projects – SmartBay & BioAT and the appointed Project Administrator will report to both the NCSR Centre Manager (for the SmartBay project) and the BioAT Programme Director. The post-holder will be based in the National Centre for Sensor Research (NCSR). Typically, s/he will work for 2 and ½ days per week on each project. However, this may be subject to change (by prior arrangement and agreement between the two line managers) in line with the operational needs and deadlines of both projects.

**Function:**

The Administrative Officer will be responsible for providing a professional and comprehensive administrative service in support of a range of activities associated with the SmartBay and BioAT projects.

**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. Knowledge of academic programme administration would also be advantageous. The post-holder will be capable of managing and prioritising a varied workload and show flexibility and adaptability while discharging their duties within the two projects. 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. They 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 Centre Manager and BioAT Programme Director. The duties and responsibilities attaching to the post include, but are not restricted to, the following:

**With respect to BioAT**

- Act as the administrative point of contact for BioAT, liaise with BioAT PIs, relevant academic and administrative staff within DCU, including the Graduate Studies Office, and with relevant members of academic and administrative staff in partner institutions.

- Put in place appropriate arrangements to facilitate student lab rotations, liaise with relevant members of staff within DCU and partner institutions, as appropriate
- Co-ordinate and provide all necessary administrative support for the conduct of student progress meetings
- Establish and maintain appropriate systems for the retention of student related data, liaise with the Graduate Studies Office, the Faculty Office and Registry, as appropriate
- Monitor relevant project accounts, and maintain financial records and liaise with the Finance Office as necessary.
- Carry out purchase ordering and related finance functions that require use of Agresso
- Liaise with PIs and with the Finance Office, as necessary, regarding student fees
- Co-ordinate Researchers' and Students Activity Reporting and compile interim narrative and financial reports for submission to the HEA (PRTL Cycle 5) and maintain the administrative records on HEA reports, equipment and finance and act as an administrative point of contact for HEA and other evaluations and audits.
- Provide full administrative support to the monthly BioAT Management Committee Meetings.
- Assume responsibility for the maintenance and update of BioAT web pages
- Provide administrative support to student recruitment activities, liaising, as appropriate with relevant university offices
- Undertake any other duties as may be assigned by the BioAT Programme Director.

**With respect to SmartBay:**

- Liaise with SmartBay PIs, academics, administrative staff members and departments throughout the University
- Monitor relevant project accounts, maintain financial records and liaise with the Finance Office as necessary.
- Co-ordinate the tendering process for the purchase of research equipment.
- Co-ordinate Researchers' and Students Activity Reporting and compile interim narrative and financial reports for submission to the HEA (PRTL Cycle 5).
- Maintain the administrative records on HEA reports, equipment and finance and act as an administrative point of contact for HEA and other evaluations and audits.
- Assume responsibility for the maintenance and update of SmartBay web pages
- Undertake any other duties as may be assigned by the NCSR Centre Manager.

**Required competencies**

**1. 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

**2. 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

### **3. 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

### **4. 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:

Dr Christine Loscher, BioAT Programme Director, DCU, Dublin 9

E-mail: [christine.loscher@dcu.ie](mailto:christine.loscher@dcu.ie) Tel: +353 (0)1 700 5244

OR

Mr Declan Moran, Centre Manager, National Centre for Sensor Research, DCU, Dublin 9

E-mail: [declan.moran@dcu.ie](mailto:declan.moran@dcu.ie) Tel : +353 (0)1 700 6816

Salary scale

Administrative Officer: **€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: **13 May 2011**

Application forms are available from:

**Human Resources Department, Dublin City University, Dublin 9.**

**Tel: +353 1 700 5149; Fax: +353 1 700 5500**

**Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)**

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