



Biomedical Diagnostics Institute

Research Integration Co-ordinator (Temporary Contract to 31 March 2013)

Based in Dublin City University (DCU), the Biomedical Diagnostics Institute was established in 2005 through a Science Foundation Ireland Centre for Science, Engineering & Technology award, and industry funding. The Biomedical Diagnostics Institute (BDI) carries out cutting-edge research focused on the development of next-generation biomedical diagnostic devices measuring indicators of disease.

General

The central role of the Research Integration Coordinator position will be to facilitate efficient integration throughout the BDI through the application of project management and communications strategies, in addition to their scientific expertise. This person will report to the Senior Projects Manager and the Associate Director. The Research Integration Coordinator will play a role both within projects/programmes (temporary responsibilities in line with programme life-cycles) and as a member of the Integration Team (ongoing operational responsibilities involving liaison with the Core Management team of the BDI).

The successful candidate will be responsible for the management of four research projects in the areas of cancer diagnostics, infectious disease diagnostics and immunoassay development. The Research Integration Coordinator will function as a full member of the research team and will be expected to apply their scientific and technical expertise to problem solving and stimulating cross-disciplinary approaches in this regard.

Project / Programme role

The Research Integration Co-ordinator will work with the strand leader in the delivery of the programme objectives, deliverables and milestones. This will involve:

- Maintaining a current project plan in close consultation with workpackage leaders and strand leaders
- Providing regular updates on research progress to the strand leaders, alerting them to emerging technical issues or timeline slippage in a timely fashion
- Managing team communication systems, e.g. Webex, mailing lists, central data storage

- Coordination of all programme meetings (at all levels from full team to individual researchers) and ensure meeting minutes are kept
- Alert Associate Director/Senior Projects Manager to resource allocation issues
- Responsibility for managing the tracking/reporting of programme metrics
- Responsibility for managing the preparation of governance/annual/quarterly and metrics reports for each strand
- Facilitate brainstorming meetings within programmes and across programmes where necessary
- Facilitate integration of non-DCU team members including travel to academic and industry partner sites, where necessary
- Coordinate the generation of programme publications

Integration Team Role

- Report to Senior Projects Manager on a weekly basis regarding project progress and any programme-specific or cross-programme issues;
- Maintain awareness of activities across the BDI through coordination of project quarterly review meetings and enhance organisational efficiency through dissemination of deas/technology/expertise across programmes
- Liaison with IP manager for relevant project/programme IP issues
- Provide assistance to Operations Manager with budgetary reporting/analysis
- Provide assistance with writing of reports and grant applications, where appropriate
- Act as point of contact for a number of BDI Industry partners and work closely with the partners on technical areas of mutual interest to facilitate BDI-Company collaborations
- Other roles as assigned by the Associate Director/Senior Projects Manager with regard to supporting the BDI strategic plan

Experience & Qualifications

Candidates must have a minimum of 2 years post-Ph.D. or equivalent (i.e., 6 years post-primary degree) research and development experience in a relevant discipline such as: Engineering, Science or a Health-related area. A background in one or more of the following research areas is preferable: microfluidics, cell-based diagnostics, molecular diagnostics and biochemical sensing/assay development. The candidate must have a track-record in project management and collaborative academic/industry research. Certification in project management (e.g., PRINCE2), while not compulsory, would be a distinct advantage.

Salary will be commensurate with experience and qualifications.

Closing Date: 18th November 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

Dublin City University is an equal opportunities employer