



## **Biomedical Diagnostics Institute**

### **Research Integration Co-ordinator (12-Month Contract)**

#### **Function**

- The central role of the Research Integration Co-ordinator position will be to facilitate efficient integration throughout the BDI through 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 Co-ordinator 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 three research projects in the areas of cardiovascular disease and point-of-care assay platform development.
- The successful candidate 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 primary responsibilities are:

- 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 leader
  - 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 cross 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

### **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 ideas/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 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.

### **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: optics, optical sensor development, image analysis and assay development. In

addition, a background in platelet biology, haemostasis and / or cell-based diagnostics would be an advantage. 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 Scale:** €51,716 – €56,442

*Subject to qualifications and experience*

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

**Closing Date:** 23 May 2011

**Application forms are available from:**

[www.dcu.ie/vacancies/APPLICATION FORM 8pg.doc](http://www.dcu.ie/vacancies/APPLICATION_FORM_8pg.doc) and from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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