



Target-driven Therapeutics and Theranostics and International Centre for Neurotherapeutics

Senior Pharmaceutical Research Coordinator 1 Year (option of renewal)

The International Centre of Neurotherapeutics (ICNT), in conjunction with the Target-driven Therapeutics and Theranostics (T³) programme at Dublin City University invites applicants for a research and administration position focusing on the preclinical testing of therapeutics with the potential to alleviate chronic pain. **An able, progressive and efficient candidate is sought to provide multi-faceted support for this new initiative.**

QUALIFICATIONS:

Candidates must possess a PhD degree in Biological Sciences and a number of years relevant work experience in both postdoctoral research and administrative areas. Applicants should have excellent communication and organisational skills, combined with *in vivo* experimentation experience and an interest in the field of pain research.

DUTIES AND RESPONSIBILITIES:

Will include, but not be limited to, the following:

- Manage project accounts and liaise with the Finance Department. It is envisaged that this role will include, among other aspects, provision of administrative support to the T³ programme as well as emphasis on supervision and active participation in pre-clinical pain studies.
- Supervision of PhD students.
- Organise project team meetings, record minutes and follow up on agreed actions.
- Creation and assistance with the submission of funding proposals and reports to donor agencies.
- Maintain research information, particularly, important scientific data bases.
- Collate information for maintaining an updated website.
- Assist with the organisation of seminars and conferences.
- Deal with information in a strictly confidential and appropriate manner.
- Liaison with internal units in the University, as appropriate.
- External communications with funding bodies and partner Institutions, as instructed.
- Undertake any other duties that may be assigned from time to time by the Director or his nominee.

The competencies required for this post are:

1. 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

2. Team working

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

3. 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

4. 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 and with our collaborators and sponsors.

Informal Enquiries to: Dr Neal Lemon, ICNT. Email: neal.lemon@dcu.ie

Salary Scale: €44,930 - €64,996 (subject to qualifications and experience)
This Salary Scale may be affected by the provisions of the 2011 budget.

Closing Date: 14th February 2011

Application Procedure

Application forms are available at: www.dcu.ie/vacancies/current.shtml and 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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