Dublin City University

INSIGHT: Ireland's Big Data and Analytics Research Centre

Financial Co-ordinator

(Grade V)

(Fixed Term Contract- Up to Six Years)

The INSIGHT Research Centre for Big Data Analytics is a joint initiative between researchers at University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions. It will bring together a critical mass of more than 200 researchers from Ireland's leading ICT centres to develop a new generation of data analytics technologies in a number of key application areas.

The €70m centre is funded by Science Foundation Ireland and a wide range of industry partners. INSIGHT's research focus encompasses a broad range of data analytics technologies and challenges, from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. And together with more that 30 partner companies INSIGHT researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy. The Discovery Economy refers to novel products and services based on a better understanding of short and long-term user needs. It combines ideas from personalization and recommender systems with location-based services and the real-time social web. Connected Health advocates a technology-based model for healthcare delivery to maximize healthcare resources and provide increased, flexible opportunities for people to engage with clinicians and better self-manage their own care.

Within DCU, INSIGHT will continue the work done as part of the CLARITY CSET and will initially involve researchers across Materials Science and Chemistry, Computing, Engineering, and Health and Human Performance.

Function

The Financial Co-ordinator has responsibility for financial planning and budget management for the DCU INSIGHT site, including preparation of accounts, management and tracking of budgets. The post holder will work closely with the HR and Finance Offices within DCU as well as with
INSIGHT Finance Managers at other INSIGHT sites. The post-holder will report to the INSIGHT Operations Manager and the INSIGHT Centre Director at DCU.

Duties and responsibilities
The duties of the post will include the following:

- Provide strategic support to the INSIGHT Operations Manager and INSIGHT Centre Director at DCU and prepare reports and other information as required by the Manager/Director or by the overall INSIGHT Executive;
- Represent INSIGHT on DCU’s internal working groups and committees as needed;
- Support the development and/or revision of quality systems including standard operating policies and procedures relating to INSIGHT’s mission at DCU and at other INSIGHT sites;
- In conjunction with the Centre Secretary ensure the efficient day-to-day running of all aspects of the administrative operations of the INSIGHT centre at DCU;
- Co-ordinate the marketing and promotion of INSIGHT both within and outside DCU
- Track and report on INSIGHT Research Project Accounts on a monthly basis;
- Assist with the organization and running of INSIGHT conferences, workshops, internal seminars, meetings and events, and assist INSIGHT academics with conference preparations;
- Brief INSIGHT DCU PI’s and the INSIGHT DCU research community on funding opportunities on a regular basis and encourage funding proposals / submissions from the group
- Provide administrative support to PIs in the coordination, generation and submission of funding proposals to funding agencies and foundations
- Assist with the coordination of site visits for research bodies and funding agencies, and oversee the preparation of associated literature and paperwork where necessary;
- Liaise with HR, Finance, RIS, Registry and other University units on relevant INSIGHT matters
- Bring to the attention of the INSIGHT Operations Manager and INSIGHT Director at DCU, issues which affect the operational efficiency of the Centre
- Undertake any other duties that may be assigned by the INSIGHT Manager or INSIGHT Director at DCU

Experience and Skills Required
Applicants must hold a minimum of a primary degree, and preferably a postgraduate degree. Experience of working in a large University-based multi-site research centre with strong involvement of industry partners would be a distinct advantage. The ability to work on one’s own
initiative and manage a broad remit is essential, and in addition the following skills and experience would be advantageous:

- Experience of managing the financial aspects of operations and projects in a large research centre environment
- Excellent administrative, financial, organisational, written and verbal communication skills
- The ability to meet deadlines, prioritise and multi-task

**Salary scale:**

€45,452 - €54,974

€40,906 - €49,477*

*Applies to new entrants to the public sector after 01 January 2011. Appointment will be commensurate with qualifications and experience.

**Closing Date:** 4th June 2013

**Note: Remuneration Policy for Permanent Staff**

Where a permanent staff member is promoted to a higher level post which is fixed term in nature, remuneration will be by way of the following: salary is calculated on the basis of the more favourable of (i) the difference between the current point of scale and the 1st point of the higher scale OR (ii) a double increment calculated by reference to the staff member’s current point of scale and the previous/next point of scale x 2, depending on their point of scale.

**Application Procedure:**

Applicants should quote Ref. No. **FA_IN03** when applying for this position. Application forms are available at [http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.doc](http://www.dcu.ie/vacancies/APPLICATION_FORM_6pg.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)

*Dublin City University is an equal opportunities employer*