Dublin City University
INSIGHT: Ireland's Big Data and Analytics Research Centre
Centre Secretary (Grade III)
(Fixed Term Contract- Up to Three Years)

Background
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.

The Centre Secretary is responsible for providing comprehensive secretarial support to the INSIGHT centre office at DCU, the INSIGHT Centre Manager and the INSIGHT Centre Director at DCU.
Duties and responsibilities
The duties of the post will include the following:

- Ensure the efficient day-to-day running of all aspects of the administrative operations of the INSIGHT centre at DCU;
- Act as the administrative point of contact for INSIGHT academic and administrative staff within DCU and with relevant members of academic and administrative staff in partner institutions, including INSIGHT’s industry partners;
- Provide primary secretarial assistance to the INSIGHT Manager and INSIGHT Centre Director at DCU;
- Organise travel arrangements for INSIGHT Visitors and external stakeholders (international collaborators, external scientific advisors, industry partners, etc.), as well as for INSIGHT staff;
- Act as first point of contact for both internal and external queries and visitors;
- Act as primary minute taker at centre meetings or other meetings as required;
- Use the Agresso system to process cheque requisitions, expense claims and process invoices;
- Track and report on INSIGHT Research Project Accounts on a monthly basis;
- Manage INSIGHT Purchasing System including accounts payable (invoicing, supplier queries and liaison with the Finance Dept.);
- Assist with the co-ordination of INSIGHT conferences, workshops, internal seminars, meetings and events, and assist INSIGHT academics with conference preparations;
- Provide administrative support to PIs on the submission of research proposals;
- Organise site visits for research bodies and funding agencies, and assist in the preparation of associated literature and paperwork where necessary;
- Liaise with HR, Finance, RIS, Registry and other University units on relevant matters;
- Provide support to INSIGHT’s Postgraduate Research Students regarding their formal reporting and administrative requirements and liaising with Registry and the relevant Faculty office on their University registrations;
- Maintain appropriate records and files;
- Bring to the attention of the INSIGHT Centre 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.
Qualifications & Experience
Candidates should have a Leaving Certificate, or equivalent, a recognised secretarial qualification and at least five years experience in an office environment. Applicants should be very familiar with internal DCU systems including AGRESSO and have a good understanding of accounting procedures, and in particular the accounts payable function. Experience of providing administrative support to an academic research centre or function would be a distinct advantage.

The competencies required for this post are:

Team Working
Works well with colleagues in a supportive manner to share tasks and information. Shows respect for the contribution of others.

Personal Effectiveness/Excellence
Continuously strives to achieve high standards in the completion of tasks and in his/her approach to working with people.

Knowledge of the Organisation/Sector
The ability to continuously learn and understand the structures, processes and relationships within DCU. Develops confidence in what they know about DCU.

Communication
Communicates in a clear and professional manner with researchers and industry partners and actively listens and engages to gain understanding.

Salary Scale: €31,704 - €40,718
€28,534 - €36,646*
*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. CS_IN04 when applying for this position. Application forms are available at 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

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