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.

Role
The central role of the Research Integration Coordinator 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 Associate Director (Commercialisation).

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, mobile phone-based diagnostics and in-vivo diagnostics. 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. The primary responsibilities include the following:

- Work with the principal investigator (PI) in ensuring the delivery of the project objectives, deliverables and milestones. This will involve:
  - Maintaining a current project plan in close consultation with workpackage leaders and PI;
  - Providing regular updates on research progress to the PI’s, 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 project meetings (at all levels from full team to individual researchers) and ensure meeting minutes are kept.
- Responsibility for managing the tracking/reporting of project metrics;
- Facilitate integration of non-DCU team members including travel to academic and industry partner sites, where necessary;
- Responsibility for managing the preparation of Governance/annual/quarterly and metrics reports for each project, as appropriate;
- Alert Associate Director (Commercialisation) to resource allocation issues;
- Facilitate brainstorming meetings within projects and across programmes where necessary;
- Coordinate the generation of project publications with members of the respective project teams

**Integration Team Role**

- Report to Associate Director (Commercialisation) 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 the Financial & Administrative Officer 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 (Commercialisation) 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: electronic engineering, mechanical engineering, product design/development, medical device development. In addition, expertise in: microfluidics, cell-based diagnostics, molecular diagnostics and/or biochemical sensing/assay development would be an advantage. The candidate must have a track-record in project management and ideally 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 pro-rata *(subject to experience & qualifications)*

**Closing Date:** 26th May 2013

**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*