Irish Separations Science Cluster (ISSC)

ISSC Manager

(12 Month Contract)

Overview
Located within the National Centre for Sensor Research (www.ncsr.ie) in Dublin City University, the Irish Separation Science Cluster (ISSC), funded by Science Foundation Ireland, brings together a team of researchers from a multidisciplinary background, spanning chemistry and materials, biotechnology and engineering, to develop the next generation of materials, methods and technologies to enable separation science overcome future challenges in the understanding and characterisation of complex biological systems. Particular emphasis is placed upon the application within the growing biopharmaceutical and medical diagnostic industries. The cluster consists of a consortium of eight funded academic researchers, administrative support, approximately forty-five associated postdoctoral and postgraduate students, and a significant number of industrial partners.

Function
The ISSC Manager will closely collaborate with the ISSC Director to ensure the effective management of all cluster activities and programmes. S/he will be a member of the Cluster Management Committee and engage in cluster management reviews and planning activities. S/he will be responsible for the identification and coordination of future funding opportunities for the cluster and act as the first contact point for the establishment and continuation of cluster-industry collaborations. The ISSC Manager will also when necessary, deputise for NCSR Centre Manager in operational duties.

FP7 Support
In addition, the successful candidate will be expected to support FP7 proposal generation within the NCSR and to put in place a process to stimulate and track FP7 activity in the NCSR.

Duties and Responsibilities
The duties and responsibilities of the position include:

Strategic
- In close collaboration with ISSC Director and the ISSC Management Committee, develop ISSC strategy and manage the implementation of such strategy to ensure that the ISSC meets its key objectives
- Liaise with and develop industrial partner relations.

Financial
- Manage all aspects of the ISSC budget and liaise with all relevant project stakeholders to ensure timely and appropriate allocation and spending of ISSC funds
- Provide regular reporting and projection analysis to advise the ISSC Director on financial issues and direct future financial planning
- Build and develop relationships with key finance function stakeholders in partner academic institutions, industrial partners and within DCU (i.e. Finance Department)

Funding
- Identify target and coordinate all future funding streams/applications in the ISSC
- Foster links with key personnel in SFI in order to remain fully up-to-date with developments and to ensure that ISSC is meeting all funding agency expectations and requirements
- In collaboration with the NCSR Centre Manager coordinate NCSR activities related to large scale (e.g., FP7) funding applications, including the identification of FP7 and other opportunities both for the ISSC and the NCSR as a whole
• Coordinate with all relevant NCSR and international partner stakeholders in applying for funding applications

Operational
• Liaise with and regularly report to the NCSR Centre Manager in the area of facility management and technical support to ensure that the NCSR Management Committee are fully informed of all ISSC matters
• Coordinate and optimise technical support for ISSC researchers
• Manage and support the ISSC Administrator and work closely with the relevant administrative staff in the NCSR and Faculty of Science and Health to ensure that human resources, financial, reporting, public relations and outreach responsibilities are met
• Build relationships with members of the School, Faculty and University management, and the relevant members of DCU support units such as Finance, HR, OVPR, INVENT, etc., and partner institutions to maintain good working relationships on behalf of the ISSC and to maintain alignment with Schools, Faculties and University strategies and objectives
• Schedule and organise management meetings and activities as required

Experience and Skills Required
• A Primary Degree in a relevant discipline. A PhD or a postgraduate degree in a relevant discipline is desirable but not essential
• A minimum of three years relevant work experience in an academic or industrial management position, with associated large-scale project financial management experience
• Demonstrated management and technical experience, including intellectual property, operation of budget and administration of admin and technical staff
• Knowledge of and experience with industrial collaborative projects, national and international funding programmes and experience in the preparation of large scale funding applications.
• Competent in report writing, word processing, spreadsheets and presentation software

Person Specification
Candidates for this position must possess excellent management and communication skills, and should possess the following personal attributes:
• Ability to work with a variety of stakeholders, partners and individuals at all levels
• Innovative thinker and self-starter
• Performance oriented and ability to deliver according to agreed targets and deadlines
• Strong analytical, administrative and inter-personal skills

Salary scale: €49,967 - €72,373
€44,970 - €65,138*

*Applies to new entrants to the public sector after 01 January 2011

Appointment will be commensurate with qualifications and experience.

Closing date: 7th September 2012

Applications forms are available at: http://www4.dcu.ie/hr/vacancies/current.shtml and from the Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500  Email: hr.applications@dcu.ie

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