Job Description

Comp ID:	037710
Job Title:	Administrative Officer 3 (Research Unit)
School/Department:	School of Computer Science and Statistics
Job Category and Level:	Professional, Administrative & Support; Administrative 3

The Purpose of the Role

The School of Computer Science and Statistics (SCSS) invites applications for a permanent Administrative Officer 3 position in its Research Unit. The Administrative Officer will be responsible for the day-to-day running of the Research Unit including sole responsibility for the efficient operation and management of the School's Research Ethics approval process and Research Ethics Committee. The role holder will also support the School's Research Committee, the Research Proposal Approval process (all research submissions from the School and its Research Centres, circa 150 per annum, require School approval prior to submission to College and the relevant research funding agency), the maintenance of comprehensive research data and metrics, and preparation of regular research funding reports.

Together with the Research Unit Head, the successful applicant will undertake a varied and wide-ranging workload and will also have opportunity to develop and enhance the Unit's administrative processes. The Administrative Officer will also be expected to take an active role in the administrative functions in the School and provide assistance, as required, in other areas.

Context

The SCSS Research Unit supports the Director of Research in the implementation and delivery of the School's research strategy. The Research Unit is responsible for the dissemination of information and identification of research funding opportunities and supports the School's academic and research staff with research proposal development and submission processes. In addition, the School's Research Unit manages the School's research ethics approval process, maintains all research related data including research publications and outputs, supports the School's Research Committee as well as any other research related tasks as they arise.

The Research Unit is the interface between the School and Trinity Research & Innovation, the

various funding agencies, and industry. The SCSS Research Unit comprises the Research Programme Officer/Research Unit Head and the Administrative Officer. The Research Unit is a busy deadline-driven environment.

Main Responsibilities

- Managing the day-to-day operation of the School's Research Unit including the provision of specialist advice to staff and students; understanding the various funding agency calls (national and EU) and informing staff and students of eligibility criteria, approval processes and deadlines.

- Assuming sole responsibility for the School's Research Ethics approval process from pre-reviewing applications, guiding applicants through the process, supporting the Chair of and SCSS Research Ethics Committee, as well as managing and maintaining all associated documentation and data. Including

- Assisting the Research Programme Officer/Research Unit Head and School's Director of Research in the implementation of the School's research strategy. This includes key data management for inclusion in monthly, quarterly or annual reports. For example submission of regular reports to the School's Research Committee.

- Ensuring all academic and research staff are fully cognizant of the School's and College's research proposal endorsement processes and associated timelines. Monitoring and tracking proposals under preparation to ensure all submitted on time.

- Supporting the School's internal research proposal approval and project initiation processes including, for example, checking budget, staffing and space requirements.

- Secretary to the SCSS Research Committee and other School Committees.

- Ensuring academic and research staff update and maintain their research profile in the RSS and other third party databases from which research productivity reports are derived. This is a critical task as the School's budget (BBM) is indexed to its Research metrics.

- Collation and maintenance of all data related to School research activities to ensure the production of regular and accurate reporting, for example details of research proposal submissions, funding agencies, successful and unsuccessful applications, funding awarded, research productivity, etc. This will require use of the College's Research Support System (RSS) and Research Proposal Awards Management System (RPAMS), as well as external databases such as Scopus.

- Maintenance of the School's research webpages and the Research Unit's local website and information area.

- Coordination and management of the School's annual research processes, for example, submission and compilation of individual research plans, Research Leave Scheme, Research mentoring programme, etc.

- Arranging and assisting with the organisation of information sessions and other research related events.

- Any other duties which arise from time to time as directed by the Research Unit Head, the Director of Research, or the School Administrative Manager.

Person Requirements

The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications

- Candidate should possess a third-level qualification at degree level ideally in business, management or relevant subject area to the role. (*Essential*)

Knowledge

- Knowledge of national and EU funding agencies and funding calls together with associated proposal submission process. Also knowledge of pre-award project management, RSS, RPAMS, experience with research contracts or research accounts administration would be an advantage, however training will be available. *(Desirable)*
- Advanced knowledge of Microsoft Office and use of databases. *(Essential)*
- Knowledge of website maintenance and web applications e.g. Terminal 4. *(Desirable)*
- Good working knowledge of the College's administrative procedures and systems *(Desirable)*

Experience

- Proven experience and skills in relevant academic or research administrative experience.
- Proven experience of working/responding independently and dealing with unforeseen problems and circumstances.
- Proven experience in the maintenance of data, analysis and reporting.
- Proven experience of managing a range of administrative duties including drafting correspondence, preparing presentations etc.
- Proven experience of managing and working collaboratively with multiple stakeholders.

Skills

- Excellent interpersonal skills with the ability to interact effectively with all stakeholders including staff, students, and funding agencies. *(Essential)*
- Excellent oral and written communications skills; convincing and confident when speaking to others. *(Essential)*
- Strong organisational, planning and task management skills with the ability to prioritise and work on a number of tasks simultaneously while adhering to tight deadlines. *(Essential)*
- Strong attention to detail possessing a high standard of accuracy. *(Essential)*
- Excellent IT skills with a high level of competency in Microsoft Office, in particular Word and Excel. *(Essential)*

- Experience in the use of multiple databases and web maintenance. Ability to continuously upgrade IT competence. (Essential)
- Ability to work independently, and also to contribute effectively as part of a team. (Essential)
- Customer Focus: Customer service skills are essential. (Essential)

Personal attributes

- **Motivated**: displays a positive 'can-do' attitude, is committed to the post, what it seeks to achieve and wishes to contribute to its development.
- **Initiative**: takes initiative to suggest changes for improvement and remains solution focused.
- **Professional**: Maintains high professional standards in the delivery of customer and stakeholder needs.
- **Attention to detail**: detail focused and possessing a very high standard of accuracy.
- **Flexibility**: can operate flexibly within a busy work environment, can shift focus when required, willing to work outside normal office hours when required.
- **Team Player**: ability to work effectively as part of a team in a busy work environment.

Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

	Competency	Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	Service Ethos	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	Builds Trusted Relationships	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.

5	**Decision-making**	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	**Achieves Results**	Delivers results by setting direction, planning, executing and evaluating impact.

Application Information

In order to assist the selection process, applicants are asked to submit a cover letter together with a full Curriculum Vitae to include the names and contact details of three referees (email addresses if possible).

In addition, candidates should submit a one A4 page briefly outlining:

(1) Your experience of a project you participated in that was brought to a successful conclusion including your contribution; and

(2) Provide an example through your past experience of a routine task where you`ve had to actively engage with Colleagues from inside and outside your department

Please Note:

- Applicants who do not address the application requirements above in will not be considered at the short list stage.

Further Information

Informal enquiries about this post may be made to Dr. Betul Hekimoglu Balkan, Head of the Research Unit at betul.hekimoglu@tcd.ie