Post Title: Temporary Research Integration Officer  
Post Duration: 3 month Fixed Term Contract  
Salary Scale: Dependent on experience  
Location: Dublin City Univ  
Reports to: Research Programme Manager

Role Profile
The ADAPT Centre is now seeking to appoint a temporary Research Integration Officer to support the project management and administration activities across multiple research projects. The successful candidate will have project management and communications skills and experience. While the successful candidate will primarily support platform projects there may be opportunities to become involved in Spokes and NENC projects as well as platform projects.

Principle Duties and Responsibilities
• Support ADAPT Principal Investigators and Funded Investigators in the delivery and execution of specific programme objectives, deliverables and milestones within platform research projects.
• Encourage collaboration and information sharing across the Centre via initiatives such as research seminars and focussed scientific meetings
• Communicate research impact, progress and issues to PIs, Centre Management and Operations teams
• Act as a knowledge, information and communications conduit between and across platform research strands, operations team members and spokes/commercialisation team on research progress and developments
• Work closely with ADAPT operations teams
• Provide organisation and support to all research programme meetings (at all levels from full team to individual researchers) and ensure that appropriate notes and decisions are tracked.
• Assist in the organisation of plenary ‘scientific meetings’ across ADAPT research strands and support cross-strand collaborative research and communications.
• Alert PIs/FIs and Centre Management team to resource allocation issues.
• Assist in managing the tracking/reporting of project/programme metrics.
• Contribute to the preparation of governance/annual/quarterly and metrics reports for each project and programme.

In addition, the successful candidate will ideally the following qualifications and experience

The successful candidate will have project management skills and experience, along with a primary degree (a recognised project management credentials would be highly advantageous) with relevant experience, along with the following:

• Experience in project management and reporting of collaborative research projects including complete project life cycle pre and post award
• Experience in project management in an RD&I environment
Knowledge of national research priorities and strategies is highly desirable

Excellent knowledge of agile methodologies

Should be a personable, motivated team player, who is disciplined, organized and can manage multiple projects/tasks at once

Exceptional organisational skills and a strong work ethic

Excellent interpersonal skills and ability to build lasting relationships with Centre researchers, academics and support teams

Ability to work independently and across multiple projects or tasks in parallel

Excellent communication skills, written and verbal

Computer literacy and ability to interpret and follow instructions accurately

Informal queries should be addressed to Research Programme Manager

ger.hickey@adaptcentre.ie

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

For more information on DCU and benefits, please visit Why work at DCU?

Application Procedure

Applications should be submitted via https://forms.gle/BGzY934XN2WEHCFv5

As part of their applications candidates are required to submit

- their detailed CV including their qualifications and previous employment
- A Cover Letter which addresses the following: How their experience, qualifications, would make them a suitable candidate in particular candidates should illustrate through past examples their experience in supporting the project management and administration activities across multiple research project
Diversity

ADAPT is committed to achieving better diversity and gender representation at all levels of the organisation, across leadership, academic, operations, research staff and studentship levels. ADAPT is committed to the continued development of employment policies, procedures and practices that promote gender equality. On that basis we encourage and welcome talented people from all backgrounds to join ADAPT.

About the ADAPT Centre

ADAPT is the world-leading SFI research centre for AI Driven Digital Content Technology, coordinated by Trinity College Dublin and based within Dublin City University, University College Dublin, Technological University Dublin, Maynooth University, Munster Technological University, Athlone Institute of Technology, and the National University of Ireland Galway. ADAPT’s research vision is to pioneer new forms of proactive, scalable, and integrated AI-driven Digital Content Technology that empower individuals and society to engage in digital experiences with control, inclusion, and accountability with the long term goal of a balanced digital society by 2030. ADAPT is pioneering new Human Centric AI techniques and technologies including personalisation, natural language processing, data analytics, intelligent machine translation human-computer interaction, as well as setting the standards for data governance, privacy and ethics for digital content.

Our Research Vision

Governments and civil society are starting to recognise the need for urgent and concerted action to address the societal impact of the accelerating pace of digital content technologies and the AI techniques that underpin them. ADAPT provides an ambitious, ground-breaking, integrated research programme that assembles three interlocking Strands that together are capable of addressing this challenge. Each of these complementary and reinforcing research Strands takes one of the different perspectives on the provision of personalised, immersive, multimodal digital engagement, i.e. the individual’s experience and control of the engagement, the algorithms underlying digital content processing, and the balanced governance by enterprise and societal stakeholders.

Digitally Enhanced Engagement Strand

From the individual perspective, research within this Strand will deliver proactive agency techniques that sense, understand and proactively serve the needs of individual users to deliver relevant, contextualised and immersive multimodal experiences which also offer them meaningful control over the machine agency delivering those experiences.

Digital Content Transformation Strand

From the algorithmic perspective, new machine learning techniques will both enable more users to engage meaningfully with the increasing volumes of content globally in a more measurably effective manner, while ensuring the widest linguistic and cultural inclusion. It will enhance effective, robust integrated machine learning algorithms needed to provide multimodal content experiences with new levels of accuracy, multilingualism and explainability.
Transparent Digital Governance Strand

From the enterprise and societal perspective, new structured knowledge frameworks and associated practices for AI data governance will be required to balance the needs and values of individuals, organisations and society when it comes to rich digital experiences. This requires the advancement of research in the areas of data ethics, data quality, data protection, data value, data integration, and multi-stakeholder governance models.