



College Management Unit:	College of Engineering and Architecture
School Unit:	School of Architecture, Planning and Environmental Policy
Post Title & Subject Area (if relevant)	Project Administration Assistant (0.5 FTE)
Project:	<i>Architectures of Coal Mining and Modern Europe (ACME)</i> (ERC Advanced Grant)
Post Duration:	Up to 28 Feb 2030
Line Manager	Professor Gary A. Boyd (Full Professor)
Competition Ref. N^o	018347
HR Administrator	Linda Meili

Position Summary:

A Project Administration Assistant is required to work with the Principal Investigator in the administration and management of the humanities-focused research project *Architectures of Coal and Modern Europe (ACME)*.

Funded by a European Research Council (ERC) Advanced Grant, this high-profile, five year interdisciplinary project led by Professor Gary A. Boyd (PI), seeks to explore the ways in which the architectures of coal mining contributed to the spatial and social conditions of modern Europe.

As Europe moves away from coal, it is closing the door on an industry that fuelled the continent for centuries but left deep environmental scars. Coal mining has polluted landscapes, contributed to climate change and affected countless lives. Yet, while its damage is undeniable, coal’s history also includes lesser-known, complex legacies. With this in mind, the ERC-funded ACME project explores how coal mining shaped architecture, creating innovative networks and systems. By examining former coal mining sites in Belgium, France, Poland and the United Kingdom, ACME re-evaluates these structures as ‘ecologies’ that influenced Europe’s social landscape, including the welfare state and early EU foundations. This fresh perspective highlights the unexpected role of coal mining in Europe’s modern development.

The ERC is widely recognised as Europe’s most prestigious research, supporting excellent researchers in carrying out ground-breaking, ambitious, frontier research projects.

The position of Project Administration Assistant will support the project in collecting information on work package progress, data management, logistics and financial matters. The appointee will:

- Assist with ensuring that the overall project operates efficiently in terms of systems, programme and EU reporting requirements.
- Liaise with work packages on progress, reporting, meetings and scheduling.
- Support the financial reporting requirements of the project.
- Assist with logistics, including arrangements for meetings and events.
- Contribute to regular updates to internal partners and the wider European Commission.

This role may require the post-holder to occasionally attend offsite events and meetings which will involve some travel and overnight stays across Europe. The appointee will operate in an evolving environment where duties and responsibilities will be subject to review and change over time, though will remain within the broad remit of the role.



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Principal Duties and Responsibilities:

- To aid and assist the PI and other members of the research team in the overall management and administration of the ACME ERC project
- Assist in the management of the project's communications including setting up and maintaining its social media accounts.
- Assist the PI with financial reporting requirements.
- Assist the PI in ensuring the operation meets its objectives and delivers its outputs against agreed timelines.
- Ensure image permissions are received for all the project's publications and media including the project's digital archive (ACME-DAP) and assist in the project's research data management planning and execution.
- Contribute to the maintenance and updating of the ACME digital archive platform (ACME-DAP)
- Organise and manage logistics for key events such as meetings, workshops and the project's conference etc. in collaboration with partners.

Particular to this position:

Start date is intended to be as close to the end of March as possible.

It is mandatory that candidates submit the following documents as part of their application:

- A cover letter outlining your suitability for the post
- Curriculum Vitae (CV)

Salary: €31,960 - €36,790 per annum pro rata @0.5FTE

Appointment on the above range will be dependent on qualifications and experience

Details on eligibility to compete and pension information is available at

<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. Learn more about Diversity at

<https://www.ucd.ie/workatucd/diversity/>

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.



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Mandatory:

- A Master’s degree or a equivalent in a relevant discipline
- A minimum of three years of administrative experience or an equivalent role.
- Experience in organising and managing events.
- High level of communication skills.
- Excellent IT skills with MS Office, and Google Drive.
- Excellent organisational and administrative skills including a proven ability to work to deadlines.
- Excellent attention to detail and a proactive problem-solving approach.
- Experience with diary management and minute-taking.
- Excellent verbal and written communication skills including proof-reading and drafting correspondence.
- Experience in relationship building and liaison with external organisations.
- Ability to work as a member of a team and work regularly on your own.
- Candidates must demonstrate an awareness of equality, diversity and inclusion.

Desirable:

- Experience of assisting in the administration of major research grants within a university setting and/or an EU research project.
- Working knowledge of research data management planning.
- Experience with event management
- Experience with accounting and financial reporting.

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
The College/Management Unit:	https://www.ucd.ie/eacollege/
The School/Programme Office/Unit:	https://www.ucd.ie/a pep/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/
Other (Please specify):	https://cordis.europa.eu/project/id/101140713

Informal Enquiries ONLY to:

Name:	Gary A. Boyd
Title:	Professor and PI <i>Architectures of Coal and Modern Europe</i> (ACME)



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