



**Dublin City University
Research and Innovation Support
Senior Research Policy Officer**

Fixed term up to one year

Background

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. DCU is Ireland's fastest growing university and its next phase of major expansion involves strategic investments of more than €0.3bn, including a €0.2bn campus development plan.

Through its mission to transform lives and societies through education, research, innovation and engagement, DCU acts as an agent of social, cultural and economic progress. With a strong commitment to research excellence across its five faculties, the university is home to a broad range of internationally-renowned research centres in specific areas of Science, Engineering, ICT, Humanities, Social Sciences, Education and Business. As Ireland's University of Enterprise, DCU is renowned for its commitment to innovation and entrepreneurship and its proactive engagement with the enterprise sector. It consistently leads the Irish university sector in terms of Intellectual Property (IP) licences and contributes strongly to the national innovation ecosystem through DCU Ryan Academy for Entrepreneurs and DCU Alpha (the university's Innovation Campus).

In accordance with the University's commitment to enhance the research environment and deliver on the ambitious goals for socio-economic impact within its strategic plan, applications are sought for suitably qualified and highly motivated individuals for the position of Senior Research Policy Officer based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation.

Function

Reporting to the Director of Research, the Senior Research Policy Officer will take responsibility for a variety of research policy and research strategy initiatives and projects. In particular, the post holder will be responsible for effective and comprehensive briefings to senior management on the external policy environment as well as delivering a range of work streams under the newly-launched Research and Innovation Strategy. The Senior Research Policy Manager is expected to develop effective links with stakeholders across the University.

Duties and Responsibilities

Reporting to the Director of Research, the Senior Research Policy Officer will support a range of activities within RIS that include but are not limited to the following:

- Responsibility for the collation, interpretation and dissemination of key policy information produced by external stakeholders including government agencies. This includes:
 - Preparation of responses to policy related initiatives
 - Consultations on behalf of the Director of Research and Vice President for Research and Innovation. These include, for example, external consultations from DBEI and HEA.
 - Delivering timely written and verbal briefings on aspects of the research policy environment of relevance to DCU.

- Contributing to the delivery of key aspects of the institutional Research Strategy through consultation with senior managers across the University particularly in Human Resources and Communications. This includes:
 - Managing and coordinating initiatives to augment University research culture (including those related to research networking to interdisciplinary research and research mentoring).
 - Contributing to the development of a clear research communications strategy
 - Managing, contributing to and servicing key University research-related consultation groups
 - Developing and implementing a review process for University Designated Research Centres
 - Preparation of internal University research policies for presentation at key committees and working groups

- Managing, in conjunction with offices around the University, the sourcing, co-ordinating and preparation of research information to monitor and evaluate the progress of key aspects of the University's research performance. This includes:
 - Analysing and presenting relevant benchmarking and other information to provide contextual data and analysis to assist the University in assessing research performance
 - Co-ordinating activities under the Research Impact strand of the Research Strategy
 - Line-managing staff responsible for Research Information.

Qualifications & Experience

Candidates must have an honours bachelor degree or equivalent and have a minimum of three years relevant experience working in a policy-related or research environment* along with;

- Knowledge of current higher education policy issues particularly in relation to research and postgraduate matters.
- Experience of developing new policies/ initiatives within a complex organisation.
- Experience of developing reports for senior decision-makers on the bases of complex data/information
- Excellent oral and written communication skills and the ability to present complex policy information clearly and engagingly to a variety of audiences.

*'Research' here is taken to mean activities which meet the Frascati Definition of Research

Salary Scale: €51,992 - €73,828

*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the salary scale, in line with current government pay policy

Closing Date: 30th January 2019

Informal Enquiries to: Sally Smith (sally.smith@dcu.ie)

Please do not send applications to this email address, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies (open Competitions) website at <http://www.dcu.ie/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 7005149.

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #1093 Research and Innovation Support

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 7005500 or by post to the Human Resources Department, Dublin City University, Dublin 9. Human Resources Department, Dublin City University, Dublin 9. Tel: +353 1 700 5149

Dublin City University is an equal opportunities employer