



**RESEARCH AND INNOVATION SUPPORT  
Research Officer (Grade V)  
For the Education Discipline  
(Fixed Term Contract up to Two Years)**

**Background & Role**

Dublin City University (DCU) is a dynamic research-intensive institution which has experienced a rapid increase in its research activities as a result of continuing success in attracting significant external competitive research funding from national and international sources over the last ten years. 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 a suitably qualified and highly motivated individual for the position of Research Officer within Research and Innovation Support (RIS) supporting the DCU Incorporation Programme. The DCU Incorporation Programme is the planned coming together of St Patrick's College, Drumcondra, Mater Dei Institute of Education and Church of Ireland College of Education with Dublin City University. The vision of the DCU Incorporation Programme includes a new Institute of Education and an enhanced Faculty of Humanities & Social Sciences (FHSS) that will incorporate the combined strengths of the four institutions.

**Function**

The Research Officer will support the Incorporation of the Education focussed academics and will be responsible for providing a highly professional, proactive and comprehensive research support function for the DCU research community as part of the wider Research Support team.

**Duties and Responsibilities**

Reporting to the Director of Research Support or their nominee, the Research Officer will support a range of research support activities within RIS that include, but are not limited to, the following:

- Manage procedures for administering research contracts including tracking grant applications and income
- Provide professional and specialist advice to academic and research staff on all aspects of pre- and post-award activity, specifically in the field of Education.
- Carry out studies of research activity and capability in key areas so as to support the university research strategy
- Regularly liaise and engage with the relevant Faculty Research Committee
- Implement best practice in managing the application and award management process for external and internally funded research programmes
- Maintain an in-depth specialist knowledge of the National and European research funding environment
- Promotion, maintenance and administration of internal research initiatives
- Work closely with the RIS team in order to provide an integrated approach to supporting the academic and research community
- Liaise with Research Support staff to ensure up-to-date knowledge of all research funding sources (national & international) in the field of Education
- Develop a detailed knowledge of the research activity, expertise and facilities that will be part of the new enhanced Education Faculty, and a deep understanding of the needs of the staff in this area in order to determine the best way to assist it to reach the strategic targets for research.
- In consultation with relevant stakeholders, develop and deliver when appropriate new modules for the Research Development Programme that will be suitable for the needs of the new faculty.

- Engage in an effective process of dissemination of opportunities for research funding that would be suitable for the new Faculty, including opportunities for consultancy and contract, and collaborative research with suitable enterprises (commercial, non-commercial, cultural, etc.).
- Provide hands on assistance for the development of proposals for research to staff with different skill levels and experience in proposal writing. This may include support with impact statements, management, training, strategic relevance, gender sections of the proposal, and liaise with relevant colleagues in Research Support, Hubs or platforms as required.
- Provide assistance with submission to external funding agencies on occasions when the use of external online submission systems may be challenging for the applicant.
- Assist applicants with applications to the European Union including the development of consortia and the establishment of meaningful collaborations.
- Assist Research Support staff in the gathering of relevant research activity metrics
- Carry out studies of research activity and capability in key areas so as to support the University Research Strategy
- In consultation with Research Support staff, provide advice on legal, ethical, and intellectual property aspects of research contracts if required
- Support the academic community associated with the Education field to create tailor-made searches for funding in the Research Professional Database
- Any other relevant task as assigned by the Director of Research Support

#### **Experience & Qualifications**

Applicants must hold a Masters by Research or a PhD in the field of Education. Experience working in a central University Research Support Unit would be a distinctive advantage. Applicants should ideally have knowledge of national and international funding programmes, knowledge of relevant academic structures and an appreciation of global trends in research funding and administration. Experience of research information systems, legal and ethical aspects of research contracts and Awareness of the process of commercialisation of research outputs would be a considerable advantage. Excellent interpersonal, oral and written communication skills and the ability to function as part of a highly motivated team are essential.

**Salary Scale: €45,452 to €54,974\***

*Appointment will be commensurate with qualifications and experience.*

**Closing Date: 22<sup>nd</sup> May 2015**

**Informal inquiries to:** Ana Terres, Director of Research Support, Email: [ana.terres@dcu.ie](mailto:ana.terres@dcu.ie)

#### **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. Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**

**Job Ref #76: Research Officer for the Education Discipline**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto: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; Fax: +353 1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

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