RESEARCH AND INNOVATION SUPPORT

Research Officer (Grade V) for the Research Incorporation of the Faculty of Humanities and Social Sciences

(12-Month Full Time Fixed Term Contract)

Background & Role
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.

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.

Function
The Research Officer will support academics that will form part of the newly enhanced DCU Faculty for Humanities and Social Sciences (FHSS) and will be responsible for providing a highly professional, proactive and comprehensive research support function as part of the wider Research Support team, including supervision of other members of the team dedicated to the Incorporation process.

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:

- Provide mentoring and assistance to the academic staff in the incorporating colleges to estimate their research activity and to attract research funding
- Provide professional and specialist advice to academic and research staff on all aspects of pre- and post-award activity, specifically in the field of Humanities & Social Sciences or Education
- Maintain an in-depth specialist knowledge of the National and European research funding environment, specifically opportunities in the relevant field
- Promotion, maintenance and administration of internal research initiatives
- Develop a detailed knowledge of the existing research activity in the incorporating colleges, and a deep understanding of the needs of the staff in this area in order to be able to determine the best way to assist it to reach the strategic targets for research
- Engage in an effective process of dissemination of opportunities for research funding that would be suitable for the Faculty
- Provide hands on assistance for the development of proposals for research to staff with different skill levels and experience in proposal writing as well as support for submission
- Contribute to the development of appropriate information sessions, training events and associated content
- Provide assistance in gathering of relevant research activity metrics
- Provide assistance in supporting relevant committees
- Any other relevant task as assigned by the Director of Research Support

Experience & Qualifications
Candidates must hold a primary degree or equivalent (NFQ Level 7) plus a minimum of 3 year’s relevant experience. Ideally applicants will hold a Masters by Research or a Ph.D in the field of Humanities and Social Sciences, or have equivalent relevant work experience.

Applicants must have research related experience in a Humanities or Social Sciences discipline. Prior experience in having acquired own funding, having supported research activity in this area or as a proposal evaluator would be a distinctive advantage. Applicants should have knowledge of national and international funding programmes, knowledge of relevant academic structures and an appreciation of 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 distinct advantage. Excellent interpersonal, oral and written communication skills and the proven ability to lead a team are essential.

Salary Scale: €45,452 to €54,974 per annum
*Appointment will be commensurate with qualifications and experience.

Closing Date: 27 November 2015

Informal inquiries to: Ana Terres, Director of Research Support, Email: ana.terres@dcu.ie
Application procedure:
Application forms are available from the DCU Current Vacancies (open Competitions) website at www.dcu.ie/vacancies/current.shtml and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149

Please clearly state the role you are applying for in your application and email subject line: Job Ref #217: Research Officer – Grade V for Faculty of Humanities and Social Sciences

Applications should be submitted by email to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9

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