



**Research and Innovation Support
Research Support Officer (Grade V)
(Fixed Term Up to Two 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 suitably qualified and highly motivated individuals for the position of Research Support Officer within Research and Innovation Support (RIS)

Function

The Research Support Officer 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, the Research Support Officer will support a range of research support activities within the research support office that include but are not limited to the following:

Research Support

- Actively disseminate information about research funding opportunities to the academic community.
- Provide professional and specialist advice to academic and research staff on all aspects of pre- and post-award activity.
- Organise information sessions and training workshops to promote and enhance the research activity on campus.
- Provide advice on legal, ethical, and intellectual property aspects of applications for research funding.
- Support institutional proposals to external funding agencies.

- Remain up to date on developments in research funding, current research activities and the priorities and needs of the DCU research community.

Research Management and Administration

- Support the VPRI and Director of Research Support Services with implementation of the strategic plan for Research and Innovation.
- Contribute to the embedding of new Research Information Systems within the research community.
- Professionally manage procedures for administering calls for external or internal research funding, including tracking grant applications, awards and relevant reporting.
- Carry out studies of research activity and capability in key areas so as to support the university research strategy.
- Liaise with other central units as appropriate to ensure a co-ordinated approach to the provision of research support services, including audit support.

Internal and External Promotion

- Manage the Research Support Office communication strategy, including website, press releases, newsletter and any other digital marketing.
- Build working relationships with key stakeholders in the DCU research community.
- Represent RIS and the University on internal committees / working groups and external bodies as appropriate.

Requirements

Essential

- Candidates must hold a primary degree, 3 years relevant experience & proven track record in research administration.
- Knowledge of national and international funding opportunities is essential and experience in the management of external calls for research funding and in supporting applications would be desirable.
- Applicants should be comfortable with digital technologies and social networking services, including web editing, Twitter, LinkedIn etc .

- Excellent interpersonal, oral and written communication skills, organisation skills and the ability to function as part of a highly motivated team are essential.

Desirable

- A Master by research or a PhD Degree.
- Experience working in a central university research support unit or in a funding agency would be a distinct advantage.

Informal Enquiries:

Informal enquiries can be directed to Dr. Ana Terres (ana.terres@dcu.ie) or Tel: +353 (0)1 700 7011.

Salary Scale: *€45,452 – €54,974 per annum

**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.*

Details of the pay that applies to internal candidates upon promotion can be viewed at:
<http://www/dcu.ie/sites/default/files/hr/pdfs/Pay-Upon-Promotion-Internal-Staff.pdf>

Closing Date: 30th June 2016

Interview Date: Candidates must be available for interview the week of 25th July 2016

Application Procedure:

Application forms are available from the DCU Current Vacancies (internal Competitions) website at <http://dcu.ie/hr/vacancies/index.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0) 1 700 5149. 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

Please clearly state the role that you are applying for in your application and email subject line: Job Ref# 353: Research Support Officer, RIS

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