



## **Faculty of Humanities and Social Sciences**

### **Research & Enterprise Hubs**

#### **Research and Engagement Support Officer**

**(Full-time Fixed Term Contract up to 3 years)**

#### **Background and Introduction**

DCU launched its Strategy for Research and Innovation in June 2013. DCU sets out to be recognised internationally as a globally engaged research-intensive university of enterprise that is distinguished by its focus on translation of knowledge to societal and economic benefits. DCU aims to align its research activities to address selected 'grand challenges' of national and international importance. To do so, and based on its areas of academic excellence, DCU is organising its research and innovation activities into a matrix structure comprising four 'research and enterprise hubs' that closely match key areas identified by the national Research Prioritization exercise and in Horizon 2020. For further detail on the Research and Enterprise Hubs please refer to *Appendix 1*.

The key objectives of the Research & Enterprise Hubs are:

- To define DCU's research areas where we have unique capabilities and target these capabilities to big societal challenges .
- To integrate our technology platforms with our health research to enhance our ability to holistically address societal issues.
- To discover what problems industry need to be solved, engage with them and solve them.
- To drive research at the interfaces of the Hubs.
- To support funding applications from staff.
- To support staff's interactions with Enterprise.

The Faculty of Humanities and Social Sciences is currently recruiting a Research and Engagement Support Officer.

#### **Duties and Responsibilities**

The duties and responsibilities include but are not limited to those listed below.

The candidate will have a dual role providing support for the Societal Impact Platform as well as the Democratic and Secure Societies Hub. Reporting to the Director of the Societal Impact Platform or his/ her nominee, the candidate will:

- Liaise with the Hub Directors in order to establish research partnerships between the humanities, social sciences and business disciplines with the physical sciences in order to increase DCU competitiveness in attracting external funding.
- Coordinate the writing of impact statements for national and international proposals.
- Contribute to advisory and evaluation mechanisms for DCU Hubs and other researchers on issues relevant to the social aspects of their proposals such as protocols and outputs related to Responsible Research and Innovation as defined by the Ethics Committee.
- Organise key promotional campaigns and outreach activities, as well as meetings between DCU researchers and social and business enterprises, in order to increase the visibility of DCU in relevant sectors and promote knowledge exchange and science and society dialogue.

- Work closely with the Director of Research and Innovation Support (RIS), assist the Director of SIP in developing a financial sustainability strategy for SIP.
- Develop and maintain the SIP website.
- Support the SIP director in any function relevant to the Societal Impact platform.
- Carry out any other duties as assigned by the Director of the Societal Impact Platform or his/ her nominee

Reporting to the Hub Director (and in the absence of Hub director to the Dean of the Faculty of Humanities and Social Sciences), and working closely with Research and Innovation Support the candidate will :

- Develop a detailed knowledge of the research activity , expertise and facilities in the Democratic and Secure Societies Hub.
- Ensure up-to-date knowledge of all research funding sources (national & international) appropriate to the relevant Hub.
- Regularly brief researchers working in Hub-related disciplines of upcoming relevant opportunities.
- Prepare budgets and intellectual property management statements in order to provide comprehensive budget and financial planning support to researchers in the preparation of new applications.
- Support the academic community associated with the Hub to create tailor-made searches for funding in the Research Professional Database.
- Contribute to proposal writing and coordinate the generation and submission of proposals to funding agencies and foundations, both national and international.
- Provide a 6-monthly report to the research support office on funding diversity activities and any other funding diversity related metrics as required.
- Develop and maintain the hub website content.
- Carry out any other duties as assigned by the Hub Director (and in the absence of Hub director to the Dean of the Faculty of Humanities and Social Sciences).

#### **Qualifications and Experience:**

Applicants should have a postgraduate qualification together with a minimum of three years relevant experience in research / research support. The successful candidate will ideally have a background, or would have demonstrated interest or experience working in, humanities and social sciences disciplines. Experience in the generation of European proposals and coordination of team member inputs would be a significant advantage. Ideally they will have experience in an interdisciplinary research support role and outreach in an academic research environment.

Salary Scale: €37,750 - €56,442

Appointment will be commensurate with qualifications and experience

Closing Date: 28<sup>th</sup> July 2014

#### **Application Procedure:**

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax: +353 (0)1 700 5500 Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

Applications should be submitted by e-mail to [hr.applications@dcu.ie](mailto: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.

***Dublin City University is an equal opportunities employer***

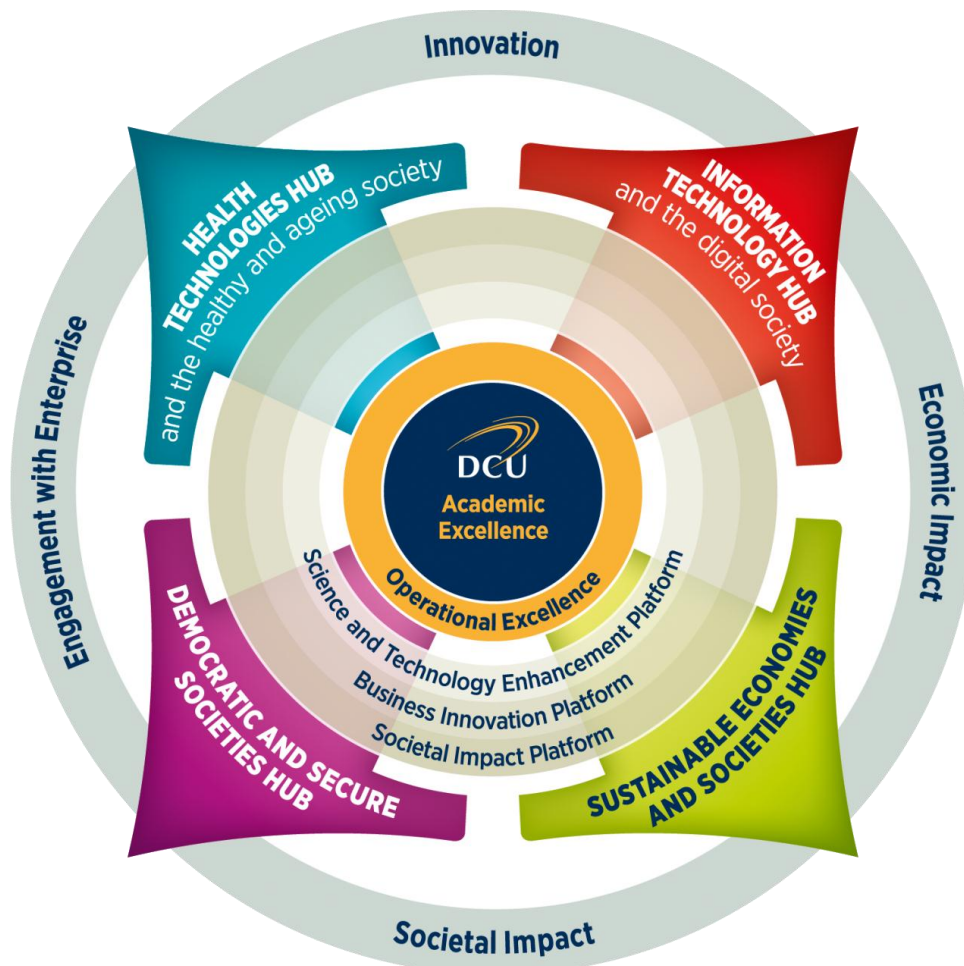
## Research and Engagement Support Officer

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- Health technologies, and the healthy and ageing society;
- Information technology and the digital society
- Sustainable economies and societies; and
- Democratic and secure societies

and three cross-cutting support platforms :

- the societal impact platform;
- the business innovation platform;
- and the science and technology enhancement platform



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The key objective of the cross cutting platforms is to support the hub in specific activities:

- The Societal Impact Platform (SIP) is the foundational supporting mechanism at DCU to identify and facilitate science/society interactions across the four Research Hubs. The role of the SIP is three fold:
  - 1) to evaluate and advise DCU Research hubs on social issues and societal impact associated with their work and outputs,
  - 2) to increase public engagement locally via DCU, the Innovation Campus and other mechanisms;
  - 3) to identify and facilitate where the humanities and social sciences can partner the physical sciences in H2020 and other research opportunities emerging through the Hubs, and aligned with international academic, administrative, industry and civil society networks.