



Research Centre	ADAPT
Post title	EU Research Development Officer
Post duration	Fixed Term up to Two years

Background and Role

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 150 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

With €50m in research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under EU H2020 and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

The ADAPT Centre is seeking to appoint a Research Development Officer as part of the EU Team. The Research Officer is responsible for assisting Centre researchers develop and write high quality research proposals to access further European funding. S/he will manage existing and new research funding awards in Horizon 2020 and will evaluate success in line with the Centre's EU objectives. This varied role provides the successful candidate the opportunity to drive success in many funding instruments and scientific fields. The candidate must be capable of working alongside academic researchers and embedding him/herself in a research team to provide their expertise and specialist knowledge to drive effective proposal development. Given the cross-institutional nature of this role, the appointee will be required, from time to time, to travel to TCD, UCD and DIT. The post may also require occasional travel within the EU.

Principle Duties and Responsibilities

- Work with the EU and Operations teams to support and develop researchers in the preparation and writing of EU funded research grant applications
- Work with centre researchers to develop their ideas and plans to relevant and appropriate funding calls.
- Advise researchers on application and funding submission requirements and procedures
- Apply expert knowledge and strategic awareness to identify suitable European and non-exchequer funding opportunities for the Centre
- In conjunction with ADAPT's EU Research Managers, identify specific EU funding calls related to the Centre's research areas and identify suitable candidates for ERC and MSCA applications.
- Manage administrative requirements concerning proposal development, including Enterprise Ireland support grants, budgets, eligibility queries, administrative forms etc.
- Work closely with those coordinating research proposals and support the application and administration of funded awards.
- Define and contribute to non-scientific sections of proposals including management, impact, communication and dissemination plans, exploitation and innovations plans, ethics statements, gender, recruitment plans etc.
- Manage the budgeting pre and post award to correctly budget proposals and ensure appropriate financial management.
- Coordinate, contribute to and submit Horizon 2020 grant proposals
- Manage the internal DCU administration and approval process for EU funding proposals.
- Carry out any other research development related duties as outlined by the European Research Manager.

Qualifications and Experience

The ideal candidate will hold a primary degree and, preferably a postgraduate qualification with relevant experience, along with the following:

- Proven track record in research support, proposal development and grant writing
- Experience in writing successful research proposals for EU funding
- Experience in project management and reporting of European research projects including complete project life cycle pre and post award
- Specialist knowledge of European Commission research funding instruments, in particular Horizon 2020

- Well established track record in working as a partner/coordinator in large scale, inter disciplinary, multi partner collaborations
- Proven experience in establishing and managing meaningful and productive partner relationships across boundaries between scientific disciplines, academia and industry.
- Computer literacy, ability to work independently, ability to interpret and follow instructions accurately
- Should be a bright, personable, motivated team player, who is disciplined, organized and can manage multiple projects at once.
- Must work to tight deadlines, ensure work is delivered to the highest standards and display good proof reading skills and attention to detail.
- Previous experience in an academic research environment is highly desirable.

Salary: *€47,988 - €64,894 p.a

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

Closing date: 21st August 2018

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 966 EU Research Development Officer, ADAPT

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; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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