

Dublin City University
Research & Innovation Support (RIS)
Manager of Research Support Services
(Fixed Term contract up to 2 Years)

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. DCU is Ireland's fastest growing university and its next phase of major development involves strategic investments of more than €0.3bn, including a €0.2bn campus development plan.

Through its mission to transform lives and societies through education, research, innovation and engagement, DCU acts as an agent of social, cultural and economic progress. With a strong commitment to research excellence across its five faculties, the university is home to a broad range of internationally-renowned research centres in specific areas of Science, Engineering, ICT, Humanities, Social Sciences, Education and Business. As Ireland's University of Enterprise, DCU is renowned for its commitment to innovation and entrepreneurship and its proactive engagement with the enterprise sector. It consistently leads the Irish university sector in terms of Intellectual Property (IP) licences and contributes strongly to the national innovation ecosystem through DCU Ryan Academy for Entrepreneurs and DCU Alpha (the university's Innovation Campus).

Position

Reporting to the Director of Research, the Manager of Research Support Services will lead a range of research support activities focused on delivering on the University's research and innovation strategy. This position presents an exciting opportunity for a dynamic individual, with experience of research management to make a significant contribution to the future of DCU as it enters its next stage of development. The successful candidate will be a results-driven individual who can operate effectively within the dynamic research environment of the university to optimise internal support structures to realise the University's strategic research objectives.

Duties and Responsibilities - Manager of Research Support Services

Reporting to the Director of Research, the Manager of Research Support Services will lead a range of research support activities that include but are not limited to the following:

- Manage, in close consultation with the Director of Research, the research support team (8 FTE) in order to effectively support the research community
- Ensure the effective delivery of research administration services and policies for the university research community
- Oversee the effective management of all externally funded research contracts
- Liaise with the Deans and the Associate Deans for Research to optimise research support services to facilitate the implementation of the research strategy.
- Maintain oversight of the implementation of the DCU Research Management Systems to enable adequate financial management and monitoring of appropriate KPIs.
- Setting an exemplary standard in relationship management by providing a strategic interface between stakeholders, funding bodies, PI's & the wider university community
- Support the Director of Research to implement policies to provide an appropriate governance framework to the research activity in the University
- Assist in the validation of annual research metrics for publications, postgraduate research supervision, enterprise engagements, funding applications and awards, across all of the Faculties.
- Undertake the role of University Compliance Officer with responsibility for University compliance with Animal Welfare Legislation both in Ireland and EU.
- Be prepared to undertake duties and responsibilities as prioritised by the Director of Research or the VPRI.

Minimum Criteria

A Primary Degree and/or post-graduate degree.

A Master's qualification would be desirable.

Ideally candidates should have a minimum of 10 years professional experience (in the area of research support) together with significant specialist knowledge

Candidates should have strong organisational & people management skills together with good interpersonal skills, and the ability to work under pressure and to tight deadlines. They should have good communication, administrative and computing skills. Candidates should be flexible and adaptable, with the capacity to build and maintain positive working relationships.

Salary: *€55,331 - €85,546 per annum

**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: 15th December 2017

Informal Enquiries:

Informal enquiries should be addressed by email to Professor Greg Hughes (greg.hughes@dcu.ie) Vice President for Research and Innovation.

Please do not send applications to this email address, instead apply as described below

Application Procedure

Applications should include a CV and covering letter and be submitted with the application form as outlined below.

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# 704 Manager of Research Support Services, Research & Innovation Support (RIS)

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

Dublin City University is an equal opportunities employer