Dublin City University
Research and Innovation Support
European Consortium of Innovative Universities Project Officer - Administrative Assistant
Two year fixed term contract

Overview

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. It is research-intensive, globally engaged and distinguished by both the quality and impact of its graduates, and 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 education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU’s consistent presence in the rankings of the world’s top young universities.

In 2019 DCU successfully applied, with 10 European partner institutions, for the Erasmus+ grant scheme ‘European Universities’. The resulting project, entitled European Consortium of Innovative Universities (ECIU) University, commenced in November 2019. The European Universities initiative takes forward the concept of collaborative networks of universities across Europe, enabling students to obtain a degree by combining studies in several EU countries. The scheme seeks to strengthen the links between teaching, research and innovation and knowledge transfer, by demonstrating the benefits of multilingual learning, the mutual recognition of qualifications and by developing joint education and research programmes and projects. We now seek to recruit a Project Officer to support the activities and outputs for this project.

Role Profile

The ECIU University project is comprised of nine work packages covering development of multi-disciplinary, pan-European, challenged-based education; research; embedded mobility, and development of supportive systems and policies. More information about the project may be found at this link https://www.eciu.org/eciu-university. DCU is leading Work Package Two (Research), and contributing to all others work packages.

In this role, the ECIU University Project Officer will primarily work on supporting the achievement of deliverables for Work Package Two which focuses on developing joint research policies and research support practices with our partner universities.

The Project Officer will also support DCU’s contribution to the other project work packages as needed, and complete other auxiliary tasks, for example host visiting delegations coming to DCU, as required. The Project Officer will work directly with the partner universities and the relevant DCU staff working on the ECIU University project.
Duties and Responsibilities

The duties and responsibilities attaching to the post include but are not limited to the following:

- Assist in the development of Work Package Two activities, both at DCU and at partner universities. This will involve organising regular online and in-person meetings, developing planning documents and reporting templates, writing up reports on Work Package Two activities, and managing relationships with relevant individuals in the partner universities.
- Collaborating with DCU leads of Work Packages W3 - 9 to provide input and support as necessary.
- Assist in the preparation of regular project progress and financial reports.
- Working with the Strategic Partnerships Coordinator and DCU Work Package leads to provide timely information about the project to University leadership and communicate about the project to University staff and students.
- Assist with administrative work associated with the project as necessary including regular funding agency reports and internal reports.
- Providing assistance with any follow-on funding applications as they arise.
- Manage the itinerary of visiting delegations to DCU as required.
- Carry out additional duties as may reasonably be required within the general scope and level of the post.
- Periodic travel in Europe may be required.

The role may change in line with Unit / University requirements and developments. The successful candidate will be expected to show flexibility in line with any changes which may occur.

Qualifications and Experience:
The successful candidate must hold a primary degree or equivalent (NFQ Level 7) in an appropriate area plus 3 years’ relevant experience. Ideally the candidate will also hold a postgraduate degree. The successful candidate must have:

- Excellent writing skills, including report writing and drafting minutes.
- Excellent event management and administrative skills.
- Relevant experience of European grants (Erasmus+ and/or Horizon 2020).
- Demonstrable experience of working in a cross-functional team.
- Ability to work well under pressure, work on her/his own initiative.
- Proven ability to collaborate and build relationships with internal and external stakeholders.
- Excellent interpersonal, communication and organisational skills.

Mandatory Training:
The post holder will be required to undertake the following mandatory compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when appropriate.