



## **Research & Innovation Support**

### **Research Development Officer for Faculty of Humanities and Social Sciences (Fixed Term up to Three Years)**

#### **Background**

The Faculty of Humanities and Social Sciences in Dublin City University is DCU's largest Faculty, blending long-established subjects, such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Philosophy with newer disciplines, such as Media Studies, Translation Studies and International Relations. DCU is also now ranked in the top 300 universities in the world for both 'arts and humanities' and 'social sciences' and five of the Faculty's individual disciplines are also ranked in the QS top 300 universities in the world – three of those in the top 200 globally. With almost 200 research students, an average of 10 monographs and 125 international peer viewed publications per annum and an average externally generated research expenditure of almost €3 million per annum, the Faculty has a strong research profile of international standing.

#### **Function**

The Research Development Officer will be responsible for providing a proactive **faculty-based** support service for academic staff focused on the planning and writing of externally funded research grant applications. The scope and level of support provided in relation to particular funders, calls and/or thematic areas will be prioritised in consultation with the Executive Dean of Faculty, and informed by the research funding strategy of the Faculty.

#### **Duties and Responsibilities**

Reporting to the Manager of Research Support Services with a dotted line reporting arrangement to the Executive Dean, the Research Development Officer will support a range of activities that include but are not limited to the following:

1. Assisting academic staff in the preparation and writing of externally funded research grant applications including, where appropriate, non-technical and institutional strategic position content.
2. Advising on the application procedures, funders' submission systems and terms and conditions, and ensuring applications meet the eligibility and evaluation criteria of the funder.
3. Actively engaging academic staff with national and international research funding opportunities appropriate to and in line with the faculty research funding strategy.
4. Working closely with members of the Research and Innovation Support team to coordinate workloads and manage the application process for a diverse portfolio of research proposals, in order to ensure their institutional approval prior to funder submission.
5. Working closely with academic staff on collaborative applications, including large strategic submissions and multi-partner international proposals; planning timelines for proposal submissions; managing the overall development of the proposal and coordinating with project partners to gather information on collaborative applications.
6. Identifying and promoting potential areas of inter-disciplinary and multi-disciplinary collaboration, working with the Executive Deans/Associate Dean for Research and other senior colleagues across schools and faculties to manage the process of bringing researchers together for collaborative grant opportunities.
7. Maintaining a good understanding of the University's policies as they relate to research, e.g. governance, data management, ethics and intellectual property, and ensuring these policies are taken into account during the process of proposal development.
8. Understanding the full research proposal cycle and the aspects supported by each central unit, in order to refer academic staff to the appropriate contact point where required.

### **Requirements:**

#### *Essential:*

- A primary degree in a discipline aligned to the Faculty
- A minimum of three years relevant work experience
- Excellent interpersonal, oral and written communication skills
- Knowledge and understanding of the Higher Education sector and research funding environment
- Applicants should display the proven ability to function as part of a highly motivated team

#### *Highly desirable:*

- Holding a Masters by Research or PhD degree in a discipline aligned to the Faculty
- Proven track record in research support, proposal development, and grant writing
- Experience in deploying a critical and analytical approach to reviewing documents and proposals

- Proven ability to manage multiple simultaneous proposals
- Experience in the management of multi-institutional and international collaborative proposals for external research funding (e.g. EU Horizon 2020 proposals).
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage

**Salary Scale:** €47,988 - €64,894\* (Grade V.II)

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

**Closing Date:** 7<sup>th</sup> August 2018

**Informal Enquiries to:** Fiona Brennan, Manager of Research Support Services, Research and Innovation Support, Dublin City University, Dublin 9, Ireland

E-mail: [fiona.brennan@dcu.ie](mailto:fiona.brennan@dcu.ie)

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

**Application procedure:**

Application forms must be submitted along with a CV and cover letter. 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. Email: [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref 932 Research Development Officer for the Faculty of Humanities and Social Sciences,  
Research and Innovation Support**

Applications should be submitted by email to [hr.applications@dcu.ie](mailto: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](mailto:hr.applications@dcu.ie)

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