



Research and Innovation Support

Research Development Officer for the DCU Institute of Education (Fixed Term Contract up to Three Years)

Background

The DCU Institute of Education is the newest faculty of Dublin City University. It is based in a state-of-the-art, purpose built facility on the DCU St Patrick's Campus in Drumcondra in Dublin. Established in 2016 as Ireland's first university Faculty of Education, it has a staff of more than 130 full-time academics and a student body in excess of 4,000. As one of the world's leading young Universities, DCU has established its fifth faculty out of a conviction that studies and research in education and the preparation and support of teachers and educators are central to the transformation of lives and communities. As a centre of expertise and excellence in teacher education and education more generally, it hosts a range of research centres in key areas and has an ambitious programme of research across education. With internationally recognised experts in aspects of policy, in curriculum and pedagogy, in educational assessment, in inclusive and special education, and in teacher education, the Institute provides a dynamic learning environment that is student-centred and inclusive.

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 Dean/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: 7th 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

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

**Please clearly state the role that you are applying for in your application and email subject line:
Job Ref 933 Research Development Officer for the DCU Institute of Education, Research and Innovation Support**

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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