



Dublin City University
Research and Innovation Support
Research Support Officer (Grade V.2)
Fixed term contract up to three years

Background

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 expansion 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).

In accordance with the University's commitment to enhance the research environment and deliver on the ambitious goals for socio-economic impact within its strategic plan, applications are sought from suitably qualified and highly motivated individuals for the position of Research Support Officer, based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation.

Function

The Research Support Officer will be responsible for providing a highly professional, proactive and comprehensive research support function for the DCU research community as part of the wider Research Support team.

Duties and Responsibilities

Reporting to the Manager of Research Support Services, the Research Support Officer will support a range of activities within RIS that include but are not limited to the following:

- Active dissemination of information about research funding opportunities to the academic community.
- Organisation and delivery of information sessions and training workshops to promote and enhance the research activity on campus
- Provision of professional and specialist advice to academic and research staff on all aspects of pre- and post-award activity handled by the Research Support team
- Support of institutional proposals to external funding agencies, and provision of advice on legal, ethical, and intellectual property aspects of applications.
- Professional management of procedures for administering calls for external or internal research funding, including tracking grant applications, awards, contract review and relevant reporting.
- Remaining up to date on developments in research funding, current research activities and the priorities and needs of the DCU research community
- Supporting the Director of Research and Manager of Research Support Services with the implementation of the strategic plan for Research and Innovation.
- Contributing to the embedding of Research Information Systems within the research community.
- Carrying out studies of research activity and capability in key areas to support the university research strategy.
- Liaising with other central units as appropriate to ensure a co-ordinated approach to the provision of research support services.

Qualifications & Experience

Candidates must hold a primary degree with a minimum of three years relevant work experience ideally in a research-intensive environment. He/she must have a strong work ethic, and take initiative in generating ideas and resolving situations as part of this role. Excellent interpersonal, verbal and written communication skills, and the ability to function as part of a highly motivated team are essential. He/she will ideally have a postgraduate qualification, along with:

- Experience of university research support provision and a proven track record in research administration, including the management of external calls for research funding and supporting research proposals.
- Knowledge of national and international funding programmes, working knowledge of academic structures and an appreciation of global trends in research funding and administration.
- Experience in contract review and management

Salary Scale: *€48,468 - €65,543 (Senior Admin Asst. II)

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

Please note that a flexitime system is in operation within this unit.

Closing Date: 7th January 2018

Interview date: Candidates must be available for interview the week beginning 28th January 2018

Informal Enquiries to: Fiona Brennan, Manager of Research Support Services
(fiona.brennan@dcu.ie)

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

Application Procedure

Candidates must include the following items in their application:

- DCU Application Form
- Current CV
- Cover letter which demonstrates how the candidates' work experience to date meets the requirements of the post

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 x#1069 Research Support Officer, 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

Dublin City University is an equal opportunities employer