



Dublin City University
Research and Innovation Support
European Research Development Officer
(Fixed Term 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 for suitably qualified and highly motivated individuals for the position of European Research Development Officer based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation.

Function

The EU Research Development Officer will provide expert advice and guidance in the preparation of EU research funding applications. Through liaison with relevant colleagues the post holder will deliver a strategy to help the University substantially increase its level of participation in EU Framework Programmes and will provide strategic support for developing EU research activity across the institution.

Duties and Responsibilities

Reporting to the Research Development Manager, the EU Research Development Officer will support a range of activities that include but are not limited to the following:

- Supporting individual researchers and research groups in assessing particular EU funding calls, providing specialist advice on the presentation and content of proposals

(utilising knowledge of funder requirements and expectations) and guiding applicants in relation to EU research application procedures.

- Designing and delivering EU training, briefings and information sessions to a wide variety of researchers and developing and maintaining good practice guides and templates to assist applicants in drafting proposals.
- Sourcing, reviewing and disseminating published and unpublished information on EU research funding opportunities and maintaining specialist knowledge of current and future EU policies and strategy to inform University research planning.
- Engaging with senior staff, on the basis of analysis and evaluation of individual Work Programmes and other EU funds, to set priorities for EU funding development.
- Establishing and maintaining communications with the national EU network and other national groupings to increase knowledge of EU opportunities and to promote the University's research strengths and interests.

Requirements

Essential

- A primary degree or equivalent
- A minimum of three years' relevant experience within a higher education, research funding or similar environment.
- Detailed knowledge of current EU funding
- Excellent interpersonal, oral and written communication skills

Desirable

- PhD degree
- Proven track record in EU research support, proposal development, and grant writing
- Experience in the initiation and development of multi-institutional and international collaborative research proposals

Salary Scale: €48,468 - €65,543*

*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: Tuesday, 4th June 2019

Informal Enquiries to: Sally Smith, Director of Research, Research and Innovation Support, Dublin City University, Dublin 9, Ireland

E-mail: sally.smith@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 #RF1219 EU Research Development 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; Fax: +353 1 700 5500 Email: hr.applications@dcu.ie

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