



**Insight Centre for Data Analytics  
Funding Development Officer  
Fixed term contract to 30<sup>th</sup> September 2021**

**Background**

The Insight Centre for Data Analytics (<http://www.insight-centre.org>) is an SFI funded Research Centre which brings together researchers from University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions, Trinity College Dublin (TCD), University of Limerick (UL), National University of Ireland, Maynooth (MU) and Tyndall National Institute. It creates a critical mass of more than 400 researchers from Ireland's leading ICT clusters to carry out research on a new generation of data analytics technologies in a number of key application domain areas, such as Health and Human Performance, Smart Communities, Internet of Things, Enterprise and Services and Sustainability and Operations.

The €150m Centre is funded by Science Foundation Ireland and a wide range of industry and European Union partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 220 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

**Role & Function**

This position is based at Dublin City University and will report to Insight's Centre Director and the Centre Manager based at DCU. The position forms part of a broader Operations team within Insight and the Funding Development Officer will be expected to collaborate closely with other members of the project teams at other Universities and with our industry partners.

The successful candidate will be responsible for providing a pro-active support service for Insight@DCU researchers focusing on the planning and writing of externally funded research grant applications. S/he will function as a full member of the Operations team and will be expected to apply their experience and technical expertise to problem solving and proposal coordination, ensuring that timelines for proposals are met.

## **Duties and Responsibilities**

Provide professional and specialist advice to academic and research staff on all aspects of pre-award activity:

- Implement best practice in managing the application and award tracking process for externally funded research programmes.
- Maintain an in-depth specialist knowledge of the National and International research funding environment.
- Carry out studies of research activity and capability in key areas which support the university and Insight research strategy.
- Liaise with the Research Integration Coordinators (RIC) and EU Grants Coordinator to ensure up-to-date knowledge of all research funding calls relevant to Centre staff.
- As directed by the Centre Manager and Director, create an effective process of dissemination of opportunities for research funding that would be suitable for Centre staff.
- Provide hands on assistance for the development of proposals for research to staff with different skills levels and experience in proposal writing. This may include support with impact statements, budgeting, training, strategic relevance, gender sections of the proposal, and liaise with relevant colleagues in Research Support, Invent or platforms as required.
- Provide assistance with submission to external funding agencies on occasions when the use of external online submission systems may be challenging for the applicant.
- Organise and deliver information sessions or training workshops to promote and enhance research activity at Insight@DCU as appropriate.
- Ensure applications meet the eligibility and evaluation criteria of the funder.
- Work closely with applicants applying to international funders including the development of consortia and the establishment of meaningful collaborations.
- Identify and work closely with early stage researchers to enhance their competitiveness for national and international funding calls.
- Identify and promote potential areas of inter-disciplinary and multi-disciplinary collaboration within the Centre and the university.
- Maintain a good understanding of the University's policies as they relate to research e.g. governance, data management, ethics and intellectual property, and ensure these policies are taken into account during the process of proposal development.
- Work closely with applicants through the contract negotiation phase to ensure all documentation is in line with University practices and the Funder's requirements, working alongside colleagues in RIS, Finance, HR or Invent as necessary.
- Attend and engage at consortium building events or funding information sessions to represent Insight@DCU research and researchers, as required.
- Any other relevant task as requested by the Centre Manager or Centre Director.

## **Qualifications and Experience**

### **Essential:**

- The post-holder must possess a third level qualification
- A minimum of 3 years' relevant experience
- Experience with national and international funding programmes
- Knowledge of relevant academic structures and the Higher Education sector
- Experience working in research funding and administration.
- Proven track record in writing successful peer-reviewed grant proposals.
- Excellent communication skills with an ability to work with a variety of different stakeholders.
- Strong analytical, administrative and interpersonal skills with good judgement skills and an ability to influence and persuade at the highest level is essential.

**Highly desirable:**

- Holding a Masters by Research or PhD degree in Life Sciences, Engineering or Computing
- 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 H2020, US NIH or NSF proposals etc.)

As a summary, the candidate must have:

- Strong focus on delivering results in line with desired objectives
- Experience in successfully leading and/or supporting teams
- A pro-active self-starter with the ability to encourage and stimulate cross-group collaboration
- Exceptional communication skills, both written and oral
- Strong problem solving and analytical skills and an ability to learn quickly
- High level of proficiency in IT packages including MS Office, MS Project etc.

**Please note: Some travel nationally and infrequent travel internationally will be required for this role.**

**Mandatory Training**

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

**Closing date:** 5<sup>th</sup> August 2019

**Salary:** €48,468 - €65,543\*

\* Appointments will be commensurate with qualifications and experience, and will be made on the appropriate point of the salary scales, in line with current Government pay policy.

**Informal Enquiries:** Informal queries should be addressed to

**Name:** Dr. Breda Kiernan, Insight Centre Manager - **Email:** [breda.kiernan@insight-centre.org](mailto:breda.kiernan@insight-centre.org)

**Application Procedure**

To apply for this role, 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: #ST1254 Funding Development Officer**

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)