



**EU Research Development Officer  
Professional 5A (P5A)  
Research and Innovation Support  
Permanent**

**Dublin City University**

Dublin City University (DCU) is a young, ambitious and vibrant university, with a mission ‘to transform lives and societies through education, research, innovation and engagement’. Known as Ireland’s ‘University of Enterprise’, DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education.

DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU’s pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world’s Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Role Profile**

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. This function is envisaged be a key support for the DCU strategy for the Horizon Europe Programme (2021-2027).

## **Function**

The EU Research Development Officer will provide expert advice and guidance in the preparation of EU research funding applications, primarily in the Horizon Europe Programme. Through liaison with relevant colleagues the individual 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.

## **Principal 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:

- Assisting 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.

## **Qualifications and Experience**

### **Essential Criteria**

- A primary degree or equivalent (NFQ Level 7)
- 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

### **Essential 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.

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

**In line with the Employment Equality Acts 1998 – 2015, the University is committed to equality of treatment for all those who engage with its recruitment, selection and appointment processes. The University's Athena SWAN Bronze Award signifies the University's commitment to promoting gender equality and addressing any gender pay gaps. Information on a range of university policies aimed at creating a supportive and flexible work environment are available [in the DCU Policy Starter Packs](#)**