



Applications are invited from suitably qualified candidates for the following position

**Research Development Officer – DCU Business School
Professional 5A
Research and Innovation Support
Permanent Contract**

Dublin City University

Dublin City University (DCU) is a leading innovative European University. It is proud to be one of the world's leading Young Universities and is among the world's top 2% globally. DCU is known as Ireland's University of Impact, with a mission to 'transform lives and societies' and focuses on addressing global challenges in collaboration with key national and international partners and stakeholders.

DCU has over 20,000 students in five faculties spread across three academic campuses in the Glasnevin-Drumcondra area of North Dublin. Thanks to its innovative approach to teaching and learning, the University offers a 'transformative student experience' that helps to develop highly sought-after graduates. DCU is currently No. 1 in Ireland for Graduate Employment Rate, and for graduate income (CSO).

DCU is a research-intensive University and is home to a number of SFI-funded Research Centres. The University participates in a range of European and international research partnerships. DCU is also the leading Irish university in the area of technology transfer as reflected by licensing of intellectual property.

As a 'People First' institution, DCU is committed to Equality, Diversity and Inclusion - a University that helps staff and students to thrive. The University is a leader in terms of its work to increase access to education, and is placed in the world's Top 10 for reducing inequalities in the Times Higher Education Impact Rankings.

Research Development Team

The DCU Research Development Team help researchers to maximise their chances of funding success through the provision of expert advice and practical support in all the key components of a high-quality grant application through the following activities:

- Identifying national and international funding opportunities

- Advising on application procedures, eligibility, and evaluation criteria
- Reviewing draft applications – offering advice on writing style, structure, content
- Assisting with coordinating collaborative grant opportunities, multi-partner, and strategic submissions
- Advising on submitting applications to EU funder systems
- Planning timelines for proposal preparation and review
- Strategic planning support for senior management

Role Profile

The Research Development Officer will be responsible for providing a proactive faculty-based support service in the DCU Business School 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 the Faculty, and informed by the research funding strategy of the Faculty.

Duties and Responsibilities

Please refer to the job description for a list of duties and responsibilities associated with this role.

Qualifications and Experience

Essential:

- A primary degree in a discipline broadly 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 broadly aligned to the School
- 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 or H2020 proposals)
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

Salary Scale:

Professional 5A - € 53,381.00 - € 72,188.00

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy.

Closing date: Wednesday 29nd March 2023.

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Dr. Dara Dunican, Research Development Manager, Dublin City University.

Email: Dara.Dunican@dcu.ie

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

Application Procedure:

Application forms are available from the DCU Current Vacancies website at <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref: #RC221018- Research Development Officer Business School

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](#)