



**Research Administrative Officer
Professional 5
Research & Innovation Support (RIS)
Fixed Term Contract up to Three Years**

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 and Innovation Support

Higher Education in Ireland is continually evolving, with significant changes to research policy and research funding occurring both nationally and internationally. DCU's institutional strategy will evolve and respond to this landscape while adhering to our core values as an institution of transformation. The research component of DCU's mission is supported centrally by four core teams: Research Development, Research Support, Research Project Administration and Research Infrastructure. These teams facilitate excellent research and research impact, support the enhancement of DCU's research reputation and strategic national and international partnerships, provide sector-leading and integrated professional support for DCU's research communities and enhance our internal research policy and process landscape to ensure DCU's research is

conducted to the highest possible standards. Our fundamental objective is support DCU's researchers to transform lives and societies locally, nationally and globally.

The Role

Reporting to the Research Support Manager, the Research Administrative Officer will be accountable for providing a highly professional and comprehensive research administrative function for the DCU research community as part of the wider Research Support team. This includes the provision of expert advice and assistance relating to EU Erasmus Plus collaborative actions, which will be a priority of this role.

Duties and Responsibilities: Principal Duties and Responsibilities

Reporting to the Research Support Manager, the Research Administrative Officer will undertake a range of responsibilities that include but are not limited to the following:

- Professionally managing administrative procedures for external research funding submissions, awards and collaborative agreements, with particular emphasis on Erasmus+ collaborative actions.
- Working collaboratively with the Erasmus+ Research Development Officer and the Research Project Administration team to support academic and research staff at all stages of the Erasmus+ research project lifecycle.
- Liaising effectively with RIS units, DCU central units and relevant funding agencies to ensure a coordinated approach to the provision of research support services.
- Developing and maintaining expert knowledge of key research information systems relating to researcher profiles and institutional application approval and award management.
- Providing assistance with research compliance related activities within DCU.
- Remaining up to date on developments in research funding and current research activities, and communicating this information to the DCU research community.
- Undertaking duties and responsibilities as prioritised by the Research Support Manager.

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply.

Qualifications, Skills and Experience Required

Candidates must hold a Primary Degree or equivalent (FETAC Level 7), and a minimum of three years' relevant work experience within a higher education, research funding or similar environment. Previous experience in administering Erasmus+ actions would be a distinct advantage.

In addition, the successful candidate will have:

- Knowledge of relevant academic structures and the Higher Education sector.
- Experience working in research funding and administration.
- Experience in research contracts and grant agreements administration.
- Proven administrative and organisational skills.
- Ability to work as part of a team and on an individual basis.
- Excellent interpersonal, oral and written communication skills.
- Ability to problem solve and show initiative in the role.

Essential Training

Training required for the role should be entered here. At a minimum, the following should be entered in addition to other applicable, role specific mandatory 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.

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](#)