



Applications are invited from suitably qualified candidates for the following position:

**Research Development Officer, Faculty of Science and Health
Senior Administrative Assistant II
Research and Innovation Support
Fixed Term contract up to 3 Years**

Dublin City University www.DCU.ie 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 and Transformation’, it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students 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 creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU’s ranking among the top 2% of universities globally. It also consistently features in the world’s Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions’ contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

Faculty of Science and Health

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Mathematical Sciences, Physical Sciences, Psychology and Nursing, Psychotherapy & Community Health, together with three National Research Centres and a number of large scale research programmes. The Faculty continuously seeks to conduct research in the natural, human and health sciences that is of global significance and has direct social, environmental and economic benefits. As a centre of excellence in Life Sciences, Personalised Health, Industrial/Environmental Technologies, Professional Healthcare and Human Performance, the Faculty achieves transformative outcomes through key strategic industry, clinical and academic partnerships.

Role Overview

The Research Development Officer will be responsible for providing a proactive faculty-based support service 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 Associate Dean for Research of the Faculty, and informed by the research 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 & Experience

Minimum Criteria:

- A primary degree or equivalent (NFQ level 7) in a discipline aligned to the faculty
- A minimum of three years' relevant work experience
- Excellent social, 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 aligned to the faculty
- 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 2020 proposals).
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage

Essential Training

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

Salary Scale:

Senior Administrative Assistant II, Grade V.II: €50,805 - €68,704

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

Closing date: Monday 28th February 2022.

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

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

Informal enquiries should be directed to Dr. Dara Dunican, Research Development Manager, Research and Innovation Support, Dublin City University, email: dara.dunican@dcu.ie, phone:017007816.

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> (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: #RF1620 Research Development Officer for the Faculty of Science and Health

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](#)