Applications are invited from suitably qualified candidates for the following position

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

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.

Research and Innovation Support

Research and Innovation Support (RIS) is comprised of the following teams, which offer a range of services for researchers and academics in Dublin City University: Research Support, Research Development, Research Infrastructure, Research Project Administration, and DCU Invent. The mission of our team is to provide professional support for research across all fields in a proactive, researcher-centric way, in order to facilitate the development and funding of research at DCU and assist in the implementation of DCU's research strategy.

Role Profile

Reporting to the Research Support Manager, the Research Support Officer will be accountable for providing a highly professional and comprehensive research support 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 research ethics and research integrity activities, which will comprise half of the overall role.

Duties and Responsibilities:

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

- Working closely with and providing specialist advice to the Research Ethics Chairperson and Secretary on all matters relating to the support of research ethics activity at DCU.
- Taking an active approach to ensure the effective administration of research ethics processes both pre-and post ethical review, and acting as point of contact for the DCU research community.
- Managing information and training systems associated with research ethics and integrity, generating reports as required.
- Providing assistance with research integrity training within DCU, liaising with schools, faculties and research centres.
- Providing specialist advice to academic and research staff on all aspects of pre- and post-research award activity.
- Professionally managing procedures for administering calls for external or internal research funding, including tracking grant applications, awards and relevant reporting.
- Remaining up to date on developments in research funding, current research activities and the priorities and needs of the DCU research community.
- Liaising effectively with RIS units and other central units to ensure a coordinated approach to the provision of research support services.
- Undertaking duties and responsibilities as prioritised by the Research Support Manager.

Qualifications and Experience:

Candidates must hold a Primary Degree or equivalent (FETAC Level 7), and a minimum of three years' work experience employed within a higher education, research funding or similar environment.

In addition, the successful candidate will have:

- Recent experience in research ethics and integrity assistance, including active participation in research ethics committees.
- Knowledge of relevant academic structures and the Higher Education sector.
- Experience working in research funding and 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:

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

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](#)