Applications are invited from suitably qualified candidates for the following position

Research Development Officer for the Faculty of Engineering and Computing
Professional 5A
Research and Innovation Support
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.

Faculty of Engineering and Computing

The Faculty of Engineering and Computing is home to the Schools of Computing, Electronic Engineering and Mechanical and Manufacturing Engineering. The Faculty hosts or participates in a number of SFI Centres. The Faculty has a long track record of involvement with national and multinational corporations. This is demonstrated by a number of long-term industrial partnerships and sponsored awards, a considerable IP portfolio, and significant successes in European, commercialisation and research innovation awards. There is a strong multidisciplinary aspect to research within the Faculty, with each of the SFI centres partnering with researchers across multiple disciplines and with industry to deliver high impact research outcomes. Research output from this faculty has direct links to national priority areas including artificial intelligence, data analytics, advanced and smart manufacturing, biomedical engineering, the energy system, and future communications and networks.

Role Profile

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 Executive Dean of the Faculty, and informed by the research funding strategy of the Faculty.

Duties and Responsibilities

Reporting to the Research Development Manager with a dotted line reporting arrangement to the Executive Dean, the Research Development Officer will support a range of activities that include but are not limited to the following:

- Assisting academic staff in the preparation and writing of externally funded research grant applications including, where appropriate, non-technical and institutional strategic position content.
- Advising on the application procedures, funders' submission systems and terms and conditions, and ensuring applications meet the eligibility and evaluation criteria of the funder.
- Actively engaging academic staff with national and international research funding opportunities appropriate to and in line with the faculty research funding strategy.
- Working closely with members of the Research and Innovation Support team to coordinate workloads and manage the application process for a diverse portfolio of research proposals, in order to ensure their institutional approval prior to funder submission.
- Working closely with academic staff on collaborative applications, including large strategic submissions and multi-partner international proposals; planning timelines for proposal submissions; managing the overall development of the proposal and coordinating with project partners to gather information on collaborative applications.
- Identifying and promoting potential areas of inter-disciplinary and multi-disciplinary collaboration, working with the Executive Dean/Associate Dean for Research and other senior colleagues across schools and faculties to manage the process of bringing researchers together for collaborative grant opportunities.
- Maintaining a good understanding of the University's policies as they relate to research, e.g. governance, data management, ethics and intellectual property, and ensuring these policies are taken into account during the process of proposal development.

- Understanding the full research proposal cycle and the aspects supported by each central unit, in order to refer academic staff to the appropriate contact point where required.

Qualifications and Experience

Essential

- A primary degree in a discipline aligned to the Faculty.
- A minimum of three years' relevant work experience within a higher education, research funding or similar environment.
- Excellent interpersonal, oral and written communication skills.
- A strong knowledge and comprehension 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 Europe/ H2020 proposals).
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage.

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