Research Systems Administrator
Professional 4
Research & Innovation Support (RIS)
11 Month Fixed Term

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

DCU Research and Innovation Support (RIS) is now recruiting for the exciting role of Research Systems Administrator. Reporting to the Research Information and Analytics Officer, the overall purpose of the role is to provide professional and comprehensive support to the DCU research community in relation to the institutional research information management systems (RIMS) that support the funded research lifecycle in DCU (e.g. the funding opportunities database, the grant management system, the research profile system and SciVal). Applications are sought from candidates with excellent administrative, IT, communication and interpersonal skills.

Duties and Responsibilities: Principal Duties and Responsibilities

The tasks assigned to the post holder may change in line with the requirements of RIS and the wider university community. The main tasks include but are not limited to the following:

- Acting as the initial point of contact for the academic and research community in relation to RIMS-related queries.
- Resolving RIMS-related user queries where possible and act as point of escalation for technical or application or system support as required.
- Working closely with stakeholders (including aligned DCU support units) for continual research systems improvement.
- Development of training material and user documentation, and delivery of training workshops across all research systems to the academic and research community.
- Providing assistance to the research support team with any systems related issues.
- Providing assistance with data quality control and in the preparation of strategic and management reports.
- Providing assistance with developing the monthly research newsletter.

Qualifications, Skills and Experience Required

Candidates must hold a University degree and have a minimum of three years' relevant work experience in a systems support or data-focused role.
- Proficiency with Excel, Microsoft Word and PowerPoint and a good aptitude to learning additional skills are essential. Data analysis expertise would be highly desirable.
- Excellent interpersonal skills, organisational skills and the ability to function as part of a highly motivated team are essential.

In addition, the successful candidate will have:

- Strong organisation and administration skills.
- Flexibility in approach to workload.
- Understanding of research information systems and research analytics.
- Experience in a Higher Education environment.

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.