



Applications are invited from suitably qualified candidates for the following position

**Research Development Officer – DCU Business School
Professional 5A
Research and Innovation Support
Permanent Contract**

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 Development Team

The DCU Research Development Team help researchers to maximise their chances of funding success through the provision of expert advice and practical support in all of the key components of a high-quality grant application through the following activities:

- Identifying national and international funding opportunities

- Advising on application procedures, eligibility, and evaluation criteria
- Reviewing draft applications – offering advice on writing style, structure, content
- Assisting with coordinating collaborative grant opportunities, multi-partner, and strategic submissions
- Advising on submitting applications to EU funder systems
- Planning timelines for proposal preparation and review
- Strategic planning support for senior management

Role Profile

The Research Development Officer will be responsible for providing a proactive faculty-based support service in the DCU Business School 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 DCU Research Development Manager with a dotted line reporting arrangement to the Associate Dean of Research, 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.
- The development and provision of high-quality research development resources and workshops.
- 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 broadly aligned to the Faculty
- A minimum of three years relevant work experience
- Excellent interpersonal, 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 broadly aligned to the School
- 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 or H2020 proposals)
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage

Essential 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](#)