



Applications are invited from suitably qualified candidates for the following position

**Research Projects Officer  
Professional 4 (P4)  
School of Law and Government  
Up to 24 months Fixed Term (Full-Time)**

**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.

## **Overview of the department**

The School of Law and Government is an ambitious, research-intensive school. It has a range of programmes at BA, MA, and PhD level. It offers seven taught postgraduate programmes, including the MSc in Public Policy. The School has over forty research students and offers a structured PhD in Politics and International Relations.

## **Role Profile**

Reporting to the Head of School or nominee(s), the successful candidate will work closely with the Principal Investigators leading the projects and will liaise with other staff and with external stakeholders as required. The Research Projects Officer will be responsible for providing a professional and comprehensive administrative, financial and project management service to specified research projects within the School. The role will assist with a range of activities associated with large research awards, including but not exclusively, the co-ordination of projects funded by the European Commission, and other national or international agencies.

## **Duties and Responsibilities**

Please refer to the job description for a list of duties and responsibilities associated with this role.

## **Qualifications and Experience**

The candidate must hold a Primary degree or equivalent and have a minimum of three years' relevant work experience. Ideally, the successful candidate will have a project management qualification, and/or experience in post award EU funded project coordination. S/He will be well organised, display proficient ability to co-ordinate and progress the tasks associated with the post on their own initiative and contribute to the on-going development, refinement and co-ordination of the management process. The post-holder must also possess the ability to work effectively as part of wider administrative and project teams.

### **In addition, the successful candidate will have:**

- Proven record of accomplishment in project management over a number of years, preferably in a higher education environment.
- Excellent communication and social skills with strong adherence to delivering outstanding service.

## **Essential Training**

The post holder 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.

### **Salary Scale:**

Professional 4 (P4) - €37,530- €55,890.

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

**Closing date:** Friday 26<sup>TH</sup> August 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:** Kenneth McDonagh, Head of School, Dublin City University. Email: [kenneth.mcdonagh@dcu.ie](mailto:kenneth.mcdonagh@dcu.ie)

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](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:**  
**#RF1721 Research Projects Officer**

*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](#)*