



JOB DESCRIPTION

**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 (PIs) 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

The duties and responsibilities of the position include, but are not restricted to, the following:

- Working alongside Project Coordinators and Principal Investigators to ensure project deadlines are achieved;
- Co-ordinate, edit, format and submit project deliverables and annual reports to relevant funding agencies, the European Commission or any other requesting parties;
- Liaise regularly on project related matters with the respective EU Project Officer and maintain appropriate communications channels;
- Co-ordinate engagement with Partner Institutions;
- Plan, organize and attend project meetings and teleconference calls;
- Co-ordinate and implement project events such as workshops and conferences
- Compile and submit project financial reports in consultation with DCU Finance Office using the relevant on-line system as/if required;
- Take accountability for tracking/reporting of project/programme metrics, including budgeting and financial progress reporting;
- Developing and maintaining a communications framework for projects that would include websites and dissemination materials;
- Building and maintaining relationships with key stakeholders within the respective Finance Offices of the partner academic institutions to ensure accurate and timely reporting;
- Liaise closely with the PI's, Finance office and project research teams to ensure appropriate allocation of research budgets, accurate and correct spend, compliant and timely reporting.
- Provide comprehensive budget and financial planning assistance to PIs/Researchers in consultation with the Finance Office, Research Support Office and DCU Research and Enterprise Hubs.
- Provide appropriate advice and financial information and reporting to the Head of School (or nominee), Centre Directors and PI's in all areas of Financial Administration.
- Ensuring full integration of new research awards into the faculty.

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.