



Applications are invited from suitably qualified staff for the following position:

**Research Development Officer
Professional 5A
Research and Innovation Support
2 x Permanent Contracts & 1 x 3 Year Fixed Term 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 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.

Role Profile

The Research Development Officers 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 concerned.

Duties and Responsibilities: Principal Duties and Responsibilities

Please see attached job description for principal duties and responsibilities of the role.

Qualifications, Skills and Experience Required

Applicants for the Research Development Officer must hold a Primary degree (NFQ Level 8) and have a minimum of three years' relevant work experience within a higher education, research funding or similar environment.

Essential

- 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.

Desirable

- Holding a Masters by Research or PhD degree.
- 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 research funding 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.

Essential Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety, Research Integrity and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

Salary Scale: Professional 5A - €53,381.00 - €72,188.00

**Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy.*

Closing date: Friday, 13th January 2023

For more information on DCU and benefits, please visit [Why work at DCU?](#)

Informal Enquiries in relation to this role should be directed to:

Dr. Dara Dunican, Research Development Manager, Research and Innovation Support, Dublin City University.

E-mail: dara.dunican@dcu.ie

Application Procedure:

Application forms are available from the DCU Current Vacancies website at

<https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants>

Applications should be submitted by e-mail with your completed application form to

hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref #RF1792 Research Development 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 Starter Packs](#)