



**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

Reporting to the Research Development Manager with a dotted line reporting arrangement to the appropriate Associate Dean of Research, the Research Development Officers 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.
- 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, 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.