Applications are invited from suitably qualified candidates for the following position

Financial and Administrative Officer for Research Projects
Research Administration Unit
Professional 4 (P4)
Two-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 Administration Unit

The STEP Research Administration Unit is a new unit that aims to implement operational excellence in the way DCU runs the administrative management of externally funded research.

The service provided by the STEP Administration Unit is designed to alleviate the administrative burden of academic staff involved in externally funded research projects, and to ensure effective

financial and administrative project management, in parallel with efficient and streamlined operational support. The unit also provides administrative support to RIS approved Research Centres.

Role Profile

The Science and Technology Enhancement Platform (STEP) at DCU is recruiting a Financial and Administrative Officer for a full time post in the Research Administration Unit. The officer will be accountable for providing a professional and comprehensive administrative, financial and project management service to specified research projects. The role will assist with a range of activities associated with large research awards, including but not exclusively, co-ordination of projects funded by the European Commission, Science Foundation Ireland and other national or international agencies. The appointed Administrative Officer will be managed by the STEP Research Administration Unit Manager and will work closely with the Principal Investigators leading the projects and also with Unit supported Research Centres. The workload will be distributed across the projects in line with their operational needs and the needs of the unit. The successful candidate will provide post award administration including financial, project management and Project co-ordination assistance across several projects as determined by the STEP Research Administration Manager. The post-holder will have a proven track record of managing and prioritising a varied research administration workload and must show flexibility and adaptability whilst discharging their duties

Duties and Responsibilities

Please see the job description for a full list of duties and responsibilities.

Qualifications and Experience

The ideal candidate must have:

- A primary degree or equivalent and ideally three years' relevant work experience.
- A project management qualification, and/or experience in post award EU funded project co-ordination is required.
- A proven track record 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.
- The ability to work collaboratively with a variety of stakeholders at multiple levels is essential.

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.

Salary Scale:

Professional 4 (P4) - € 39,156.00 - € 58,143.00

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

Closing date: Thursday, 12th 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:
Title. Ms. Jennifer Egan, Manager, Research Project Administration.
Email: Jennifer.egan@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

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: #RF1794 Financial and Administrative Officer for Research Projects

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