



**Funding Development Officer
Professional 5a
Insight SFI Research Centre for Data Analytics
22 Month 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.

Insight SFI Research Centre for Data Analytics

The Insight SFI Research Centre for Data Analytics (<http://www.insight-centre.org>) is an SFI funded Research Centre which brings together researchers from University College Dublin, NUI Galway, University College Cork, and Dublin City University, as well as other partner institutions, Trinity College Dublin (TCD), University of Limerick (UL), Maynooth University (MU) and Tyndall National Institute. It creates a critical mass of more than 400 researchers from Ireland's leading ICT clusters to carry out research on a new generation of data analytics technologies in a number of key application domain areas, such as Health and Human Performance, Smart Communities, Internet of Things, Enterprise and Services and Sustainability and Operations.

The €150m Centre is funded by Science Foundation Ireland and a wide range of industry and European Union partners. Insight's research focus encompasses a broad range of data analytics technologies from machine learning, decision analytics and social network analysis to linked data, recommender systems and the sensor web. Together, with more than 220 partner companies, Insight researchers are solving critical challenges in the areas of Connected Health and the Discovery Economy.

The Role

This position is based at Dublin City University and will report to Insight's Centre Manager based at DCU. The position forms part of a broader Operations team within Insight and the Funding Development Officer will be expected to partner closely with other members of the project teams at other Universities and with our industry partners.

The successful candidate will be accountable for providing a pro-active assistance service for Insight@DCU researchers focusing on the planning and writing of externally funded research grant applications. S/he will function as a full member of the Operations team and will be expected to apply their experience and technical expertise to problem solving and proposal coordination, ensuring that timelines for proposals are met.

Principal Duties and Responsibilities

- Provide professional and specialist advice to academic and research staff on all aspects of pre award activity.
- Implement best practice in managing the application and award tracking process for externally funded research programmes.
- Maintain an in-depth specialist knowledge of the National and International research funding environment.
- Carry out studies of research activity and capability in key areas which support the university and Insight research strategy.
- Liaise with the Research Integration Coordinators (RIC) and Grants Managers to ensure up-to date knowledge of all research funding calls relevant to Centre staff.
- As directed by the Centre Manager and Director, create an effective process of dissemination of opportunities for research funding that would be suitable for Centre staff.
- Provide hands on assistance for the development of proposals for research to staff with different skills levels and experience in proposal writing. This may include support with impact statements, budgeting, training, strategic relevance, gender sections of the proposal, and liaise with relevant colleagues in Research Support, Invent or platforms as required.
- Provide assistance with submission to external funding agencies on occasions when the use of external online submission systems may be challenging for the applicant.
- Organise and deliver information sessions or training workshops to promote and enhance research activity at Insight@DCU as appropriate.
- Ensure applications meet the eligibility and evaluation criteria of the funder.
- Work closely with applicants applying to international funders including the development of consortia and the establishment of meaningful collaborations.

- Identify and work closely with early-stage researchers to enhance their competitiveness for national and international funding calls.
- Identify and promote potential areas of inter-disciplinary and multi-disciplinary collaboration within the Centre and the university.
- Maintain a good understanding of the University's policies as they relate to research e.g. governance, data management, ethics and intellectual property, and ensure these policies are taken into account during the process of proposal development.
- Work closely with applicants through the contract negotiation phase to ensure all documentation is in line with University practices and the Funder's requirements, working alongside colleagues in RIS, Finance, HR or Invent as necessary.
- Attend and engage at consortium building events or funding information sessions to represent Insight@DCU research and researchers, as required.
- Some travel nationally and infrequent travel internationally will be required for this role.

The above list of job duties is not exclusive or exhaustive and the post holder will be required to undertake such tasks as may reasonably be expected within the scope and grading of the post.

Qualifications, Skills and Experience Required

The candidates must hold a primary degree (NFQ Level 7) in a relevant discipline such as Computing, Engineering or Life Sciences but ideally will have completed a Masters by Research or PhD degree in a relevant discipline. The successful candidate should have a minimum of three years' relevant experience.

Skills

- Experience with national and international funding programmes.
- Knowledge of relevant academic structures and the Higher Education sector.
- Experience working in research funding and administration.
- Proven track record in writing successful peer-reviewed grant proposals.
- Excellent communication skills with an ability to work with a variety of different stakeholders.
- Strong analytical, administrative and social skills with good judgement skills and an ability to influence and persuade at the highest level is essential.
- Experience in deploying a critical and analytical approach to reviewing documents and proposals.
- Proven ability to manage multiple simultaneous proposals.
- Experience in the management of multi-institutional and international collaborative proposals for external research funding (e.g. EU Horizon Europe, US NIH or NSF proposals etc).
- Strong focus on delivering results in line with desired objectives.
- Experience in successfully leading and/or supporting teams.
- A pro-active self-starter with the ability to encourage and stimulate cross-group collaboration.
- Exceptional communication skills, both written and oral.
- Strong problem solving and analytical skills and an ability to learn quickly.
- High level of proficiency in IT packages including MS Office, MS Project etc.

Essential Training

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety, Data Protection (GDPR) and all Cyber Security Awareness Training. Other training may need to be undertaken when required.

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](#)