**Research Support Officer in Research Ethics and Integrity**
**Professional 5a**
**Research & Innovation Support (RIS)**
**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.

**The Role**

DCU Research and Innovation Support (RIS) is now recruiting for the role of Research Support Officer – Research Ethics and Integrity. Reporting to the Research Support Manager, the Officer will be accountable for providing a highly professional and comprehensive research ethics and integrity support function for the DCU research community as part of the wider Research Support team.

**Principle Duties and Responsibilities**

Reporting to the Research Support Manager, the Officer will undertake a range of responsibilities that include but are not limited to the following:
- Working closely with and providing specialist advice to the Research Ethics Chairperson and Secretary on all matters relating to the support of research ethics activity at DCU.
- Managing the effective administration of research ethics processes both pre-and post-ethical review and acting as point of contact for the DCU research community.
- Developing resources for the research community to support best practice in research ethics and integrity and exchanging best practice sectorally through relevant networks and fora.
- Managing information and training systems associated with research ethics and integrity, including associated upgrade projects, and generating reports as required.
- Providing assistance with research integrity training within DCU, liaising with schools, faculties and research centres.
- Providing specialist advice to academic and research staff on research ethics and integrity matters in the context of research funding proposals.
- Professionally managing procedures for administering allocated calls for external or internal research funding, including tracking grant applications, awards and relevant reporting.
- Remaining up to date on developments in the research environment, current research activities and the priorities and needs of the DCU research community.
- Liaising effectively with RIS units and other professional service units to ensure a coordinated approach to the provision of research support services.
- Undertaking duties and responsibilities as prioritised by the Research Support Manager.

**Qualifications, Skills and Experience Required**

The successful individual must hold a Primary Degree or equivalent (FETAC Level 7). They must have a minimum of three years' relevant work experience in research support, within a research-focused university, research funding agency or research compliance environment.

**In addition, the successful candidate will have:**
- Recent experience in the provision of research ethics and integrity support, including involvement in research ethics committees and research integrity initiatives.
- Knowledge of research ethics and integrity matters in the context of the Higher Education sector.
- A proven ability to organise and process administrative workload within a structured timeframe.
- A strong capacity to manage and monitor activity and produce reports for internal and external stakeholders.
- Experience working in research funding and administration.
- Excellent interpersonal, oral and written communication skills.
- Ability to problem solve and show initiative in the role.

**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*