



Applications are invited from suitably qualified candidates for the following position

**Research / Web assistant
Centre for Engaged Research
1Year Fixed-Term Contract – Part Time**

Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished by both the quality and impact of its graduates and its focus on the translation of knowledge into societal and economic benefit. DCU prepares its students well for success in life, and in the workplace, by providing a high-quality, rounded education appropriate to the challenges and opportunities of the 21st century. As Ireland's University of Enterprise and Transformation, DCU is characterised by a focus on innovation and entrepreneurship and a track-record of effective engagement with the enterprise sector, including commercial, social and cultural enterprises. Excellence in its education and research activities has led to DCU's consistent position in the rankings of the world's top young universities.

Overview of the department

This start up centre is part of the broader move towards engaged research that promotes research approaches and methodologies that imply collaborative engagement with the community and other stakeholders to address societal challenges in a responsive manner and which promotes public engagement with science and technology. It explores the potential for increased collaborative activities, participation and knowledge dissemination, facilitated through new technologies and combined governance structures and partnerships.

This brings greater public ownership and connection with policymaking and responses to societal issues such as climate change, pandemics and social marginalisation.

It also embodies the DCU mission to transform lives and transform societies through education, research, engagement and innovation and reflects the social responsibility mission of the university. Finally, it reflects the need to rebuild societies towards a new sustainable, collaborative resilience after the current health crisis and to harness and communicate the knowledge of the university to address social needs directly, understanding the transformative power of university/community partnerships.

Role Profile

Reporting to the Head of Civic Engagement, the role is to assist the Head to set up a Centre for Engaged Research mainly through the medium of a dedicated website. The successful candidate will be required to source relevant information and upload it onto the new website, which is currently under construction. The purpose of the position is thus to develop the website as an organising or

networking tool for the Centre and maintain it constantly. The successful candidate will act as a liaison with members of the Centre.

Duties and Responsibilities

Please refer to the job description for a full list of duties and responsibilities associated with this role.

Qualifications and Experience

The duties and responsibilities of the position include, but are not restricted to, the following:

- Ensure the Centre website platform is up to date, delivering quality information and news to a broad range of stakeholders
- Assist with moderating public facing events and news circulated by members
- Assist with strategic planning for new high value initiatives to develop the organisation and grow its membership
- Draft bi-monthly newsletters and content as required.
- Maintain and grow the Centre's social media presence
- Assist with developing improvements in internal processes relevant to achieving more effective communications with internal and external stakeholders

In addition, the successful candidate will possess the following:

- Proven expertise and results in using combined and social technologies for improved communications among internal and external stakeholders
- The ability to work as part of a team and innovate in an early-stage organisational environment with multiple stakeholders
- Experience in contributing to growing and developing strong sustainable organisations
- Strong communication and writing skills

Mandatory Training

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

Salary Scale:

€23,061 - €31,120

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

Closing date: Friday 02 October 2020

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

Prof. Ronnie Munck, Head of Civic Engagement, Dublin City University.

Phone + 353 (0)1 7007898, Email: ronnie.munck@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

<http://www.dcu.ie/vacancies/current.shtml> (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, #BC0208 Research / Web Assistant, Civic Engagement

Dublin City University is an equal opportunities employer and is committed to promoting gender equality reflected in its attainment of the Athena SWAN Bronze Award. Information on a range of university policies aimed at creating a supportive and flexible work environment are available at www4.dcu.ie/policies/policy-starter-packs.shtml.