



Erasmus+ Development Officer
Research and Innovation Support
Senior Administrative Assistant II
Three year fixed term contract

Org Overview

Dublin City University (www.dcu.ie) is a research-intensive, globally-engaged, dynamic institution that is distinguished both by the quality and impact of its graduates and by 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. DCU is Ireland's fastest growing university and its next phase of major expansion involves strategic investments of more than €0.3bn, including a €0.2bn campus development plan.

Through its mission to transform lives and societies through education, research, innovation and engagement, DCU acts as an agent of social, cultural and economic progress. With a strong commitment to research excellence across its five faculties, the university is home to a broad range of internationally-renowned research centres in specific areas of Science, Engineering, ICT, Humanities, Social Sciences, Education and Business. As Ireland's University of Enterprise, DCU is renowned for its commitment to innovation and entrepreneurship and its proactive engagement with the enterprise sector. It consistently leads the Irish university sector in terms of Intellectual Property (IP) licences and contributes strongly to the national innovation ecosystem through DCU Ryan Academy for Entrepreneurs and DCU Alpha (the university's Innovation Campus).

Role Overview

In accordance with the University's dedication to enhance the research environment and deliver on the ambitious goals for socio-economic impact within its strategic plan, applications are sought for suitably qualified and highly motivated individuals for the position of Erasmus+ Development Officer,

initially based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation.

The Erasmus+ Development Officer will develop and monitor the University's portfolio of Erasmus+ projects (excluding those that focus solely on individual staff or student mobility). In particular, the post holder will be accountable for raising the profile of the Erasmus+ programme in the University with researchers and academics, and effectively assisting applications to projects under Key Action One (Joint Masters), Key Action 2, and the Jean Monnet activities as well as providing assistance to the ECIU University initiative.

Duties and Responsibilities

The Erasmus+ Development Officer will work on a range of activities that include but are not limited to the following:

- Assisting academic and related professional staff in the preparation and writing of Erasmus+ applications, under Key Action One (Joint Masters), Key Action Two, and Jean Monnet activities
- Advising on the application procedures, submission systems and terms and conditions. Ensuring that applications meet eligibility and evaluation criteria and are appropriately costed to enable effective delivery
- Actively engaging academic staff with Erasmus+ funding opportunities appropriate to and in line with the respective Faculties' research funding strategy
- Actively monitoring the Erasmus+ portfolio to ensure that opportunities to leverage further benefits (particularly research-related benefits) from activities and partnerships forged by both application and project activity are fully realised across the institution
- Maintaining a good understanding of the University's policies as they relate to:
 - Research, e.g. governance, data management, ethics and intellectual property
 - Academic Quality Assurance, e.g., programme approval, student data management, collaborative provision protocols
 - Partnership approval protocols
- Ensuring these policies are taken into account during the process of proposal development
- Working with other units of the University, in particular Faculty Research Development Officers and, in the case of Joint Masters applications, with the relevant staff in the Office of the Vice President for Academic Affairs and Registry
- Provide all relevant details to allow for effective reporting on successful bids and liaising with the International Office team on Erasmus returns and audits as appropriate
- Providing assistance to the ECIU University initiative

Qualifications and Experience:

Essential

- A Bachelor's degree or equivalent
- A minimum of three years' experience in a similar or related development/application support area, with experience of supporting academics from Higher Education Institutions

- Knowledge and understanding of the Erasmus+ programme, in particular the Erasmus Mundus Joint Master Degree, Key Action 2, and Jean Monnet activities
- Customer orientated approach to problem solving and meeting multiple deadlines
- Excellent oral and written communication and negotiation skills, with the ability to give professional advice and build effective working relationships with others

Highly desirable

- Experience of working within a Higher Education environment
- Evidence of working on research funding applications and successfully securing funding
- Demonstrable knowledge and understanding of the European funding landscape

Mandatory Training:

The post holder 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 appropriate.