



Applications are invited from suitably qualified candidates for the following position:

**EU Research Development Officer  
Senior Administrative Assistant II  
Research and Innovation Support  
Fixed Term Contract up to 36 Months**

**Overview**

Dublin City University [www.DCU.ie](http://www.DCU.ie) is a young, ambitious and vibrant University, with a mission 'to transform lives and societies through education, research, innovation and engagement'. Known as Ireland's 'University of Enterprise and Transformation', it is committed to the development of talent, and the discovery and translation of knowledge that advances society and the economy. DCU is the Sunday Times Irish University of the Year 2021.

The University is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. It currently has more than 18,000 students enrolled across five faculties – Science and Health, DCU Business School, Computing and Engineering, Humanities and Social Sciences and DCU Institute of Education. DCU is committed to excellence across all its activities. This is demonstrated by its world-class research initiatives, its cutting-edge approach to teaching and learning, its focus on creating a transformative student experience, and its positive social and economic impact. This exceptional commitment on the part of its staff and students has led to DCU's ranking among the top 2% of universities globally. It also consistently features in the world's Top 100 Young Universities (currently in QS Top 70 Under 50, Times Higher Top 150 Under 100).

DCU is placed 84th in the world, in the Times Higher Education University Impact Rankings – measuring higher education institutions' contributions towards the UN Sustainable Development Goals. Over the past decade, DCU has also been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

**Role Profile**

In accordance with the University's commitment 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 EU Research Development Officer based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation.

**Function**

The EU Research Development Officer will provide expert advice and guidance in the preparation of EU research funding applications, primarily in the Horizon Europe Programme. Through liaison with relevant colleagues the individual will deliver a strategy to help the University substantially increase its level of participation in EU Framework Programmes and will provide strategic support for developing EU research activity across the institution.

## Duties and Responsibilities

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

## Requirements

### Essential

- A primary degree or equivalent
- A minimum of three years' relevant experience within a higher education, research funding or similar environment.
- Detailed knowledge of current EU funding
- Excellent interpersonal, oral and written communication skills

### Desirable

- PhD degree
- Proven track record in EU research support, proposal development, and grant writing
- Experience in the initiation and development of multi-institutional and international collaborative research proposals

## Essential Training

The post holder will be required to undertake the following mandatory compliance training: Orientation, Health and Safety and Intellectual Property and Data Protection training. Other training may need to be undertaken when required.

**Salary Scale:** Senior Administrative Assistant II, Grade V. II €50,302 - €68,025

*\*Appointment will be commensurate with qualifications and experience and will be made on the appropriate point of the Senior Administration Assistant II salary scale, in line with current Government pay policy.*

**Closing Date:** Friday 22nd of October 2021

**For more information on DCU and benefits please visit:** [Why work at DCU?](#)

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

Dr Dara Dunican, Research Development Manager, Research and Innovation Support, Dublin City University, Dublin 9, Ireland  
E-mail: [dara.dunican@dcu.ie](mailto:dara.dunican@dcu.ie)  
Phone: 01 700 7816

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>

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line: Job Ref #BC210905 EU Research Development Officer.**

*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](#)*