



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

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. 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**

Reporting to the Research Development Manager, the EU Research Development Officer will support a range of activities that include but are not limited to the following:

- Assisting individual researchers and research groups in assessing particular EU funding calls, providing specialist advice on the presentation and content of proposals (utilising knowledge of funder requirements and expectations) and guiding applicants in relation to EU research application procedures
- Designing and delivering EU training, briefings and information sessions to a wide variety of researchers and developing and maintaining good practice guides and templates to assist applicants in drafting proposals
- Sourcing, reviewing and disseminating published and unpublished information on EU research funding opportunities and maintaining specialist knowledge of current and future EU policies and strategy to inform University research planning
- Engaging with senior staff, on the basis of analysis and evaluation of individual work programmes and other EU funds, to set priorities for EU funding development
- Establishing and maintaining communications with the national EU network and other national groupings to increase knowledge of EU opportunities and to promote the University's research strengths and interests

## **Qualifications and Experience**

### **Minimum Criteria**

- A primary degree or equivalent (NFQ Level 7)
- 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