



Applications are invited from suitably qualified candidates for the following position

Research Support Officer

Senior Admin Assistant II

Research & Innovation Support (RIS)

2 Year Fixed Term Contract

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

Research and Innovation Support (RIS) is comprised of the following teams which offer a range of services for researchers and academics in Dublin City University: Research Support, Research Development, Research Infrastructure, Research Project Administration, Strategic Partnerships and DCU Invent.

Role Profile

Reporting to the Manager of Research Support Services, the Research Support Officer will be accountable for providing a highly professional and comprehensive research support function for the DCU research community as part of the wider Research Support team. This includes the provision of

expert advice and assistance relating to research ethics and research integrity activities, which will comprise half of the overall role.

Duties and Responsibilities

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

Qualifications and Experience:

Candidates must hold a Primary Degree or equivalent (FETAC Level 7), and a minimum of three years' experience within a higher education, research funding or similar environment.

In addition, the successful candidate will have:

- Recent experience in research ethics and integrity assistance, including active participation in research ethics committees
- Knowledge of relevant academic structures and the Higher Education sector
- Experience working in research funding and administration
- Proven administrative and organisational skills
- Ability to work as part of a team and on an individual basis
- Excellent interpersonal, oral and written communication skills
- Ability to problem solve and show initiative in the role

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.

Salary Scale:

Senior Administrative Assistant II salary scales - €49,316 - €66,690.

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

Closing date: 2nd October 2020

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

Research Support Manager, Ms. Fiona Brennan, Research and Innovation Support, Dublin City

University. Email: fiona.brennan@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>.

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 #RF1410 Research Support Officer.**

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.