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:

Reporting to the Manager of Research Support Services, the Research Support Officer will undertake a range of responsibilities that include but are not limited to the following:

- Working closely with and providing specialist advice to the Research Ethics Chairperson and Secretary on all matters relating to the support of research ethics activity at DCU.

- Taking an active approach to ensure the effective administration of research ethics processes both pre- and post-ethical review and acting as point of contact for the DCU research community.

- Managing information and training systems associated with research ethics and integrity, generating reports as required.

- Providing assistance with research integrity training within DCU, liaising with schools, faculties and research centres.

- Providing specialist advice to academic and research staff on all aspects of pre- and post-research award activity.

- Professionally managing procedures for administering calls for external or internal research funding, including tracking grant applications, awards and relevant reporting.

- Remaining up to date on developments in research funding, current research activities and the priorities and needs of the DCU research community.

- Liaising effectively with RIS units and other central units to ensure an active and coordinated approach to the provision of research support services.

- Undertaking duties and responsibilities as prioritised by the Manager of Research Support Services.

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.