



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

ECIU University Project Officer
Senior Administrative Assistant
Research and Innovation Support
Fixed Term Contract up to 18 months

Overview

Dublin City University (www.dcu.ie) is a young, dynamic and ambitious university with a distinctive mission to transform lives and societies through education, research and innovation. It is research-intensive, globally engaged and 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 education appropriate to solving grand global challenges of the 21st century. Excellence in its education and research activities has led to DCU's consistent presence in the rankings of the world's top young universities.

In 2019 DCU successfully applied, with 10 European partner institutions, for the Erasmus+ grant scheme 'European Universities'. The resulting project, entitled ECIU University, commenced in November 2019. The European Universities initiative takes forward the concept of collaborative networks of universities across Europe, enabling students to obtain a degree by combining studies in several EU countries. The scheme seeks to strengthen the links between teaching, research and innovation and knowledge transfer, by demonstrating the benefits of multilingual learning, the mutual recognition of qualifications and by developing joint education and research programmes and projects.

The ECIU University project is comprised of nine work packages covering the development of multi-disciplinary, pan-European, challenged-based education; research; embedded mobility, and development of supportive systems and policies. More information about the project may be found at this link <https://www.eciu.org/eciu-university>. DCU is leading Work Package Two (WP2 - Challenge based Research), and contributing to all others work packages.

Role Profile

The ECIU University Project Officer will manage the specific activities relating to DCU's leadership of Work Package 2 which focuses on developing joint research policies and research support practices with the partner universities in the network.

Duties and Responsibilities:

The duties related to the management of the Challenge Based Research Work Package include but are not limited to:

- Management of WP2 activities, both at DCU and at partner universities including the organisation of regular online and in-person meetings, developing planning documents and reporting templates on WP2 activities.
- Lead on the development of the ECIU industrial engagement strategy with the industrial partners
- Manage the development of the Citizen Science aspect of the ECIU research strategy
- Participate in the preparation of any ECIU university follow-on funding applications as they arise.
- Manage the university's participation in the SwafS funded SMART-ER project aimed at developing the Research and Innovation dimension of the ECIU University.
- Deputise for the VPRI at twice monthly ECIU University Management Team meetings
- Report to the ECIU Project Coordinator on a monthly schedule on achieving WP2 objectives
- Carrying out additional duties as may reasonably be required within the general scope and level of the post.
- Be willing to undertake periodic travel in Europe to Brussels and the ECIU partner universities for project meetings.

Qualifications and Experience

Minimum Internal Service Criteria

Please note that [internal service criteria](#) will apply

Please note staff must have successfully completed their probationary period.

In addition, the ideal candidate will possess:

- Experience of and familiarity with the European Universities initiative
- Significant recent and relevant experience of European funding streams including Erasmus +
- Experience of producing high-level papers and reports for senior management audiences
- Evidence of effective working with senior level staff and external stakeholders.
- Evidence of high level project management and planning skills
- Excellent event management and administrative skills.
- Ability to work well under pressure work on her/his own initiative
- Excellent interpersonal, communication and organisational skills.

Mandatory Training

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