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:

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

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.

Salary Scale: Senior Administrative Assistant (Grade V) €49,179 - €59,260

Appointment will be commensurate with qualifications and experience will be made on the appropriate point of the salary scale, in line with current Government pay policy

Closing date: Thursday, March 11th 2021

Informal Enquiries in relation to this role should be directed to:
Prof Greg Hughes, Vice President of Research and Innovation, Research and Innovation Support, Dublin City University

E-mail: greg.hughes@dcu.ie
Phone: 01 700 5390

Please do not send applications to these email addresses, instead apply as described below.

Application Procedure

Application forms are available from the DCU Current Vacancies website at

https://www.dcu.ie/hr/vacancies/current.shtml.

Applications must be submitted by e-mail to hr.applications@dcu.ie

Please clearly state the role that you are applying for in your application and email subject line: Job Ref #RF1480 ECIU University Project 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