



**Research Assistant in Family Firms**  
**The National Centre for Family Business – DCU Business School**  
**Fixed term contract up to 12 months.**

**Overview**

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.

**DCU Business School**

An innovative and dynamic Business School, DCU Business School (DCU BS) offers an extensive range of research and taught programmes at undergraduate, postgraduate, executive and doctoral levels. DCU Business School is recognised nationally and internationally for the outstanding quality of its business education programs.

Our teaching, learning and research activities are strongly influenced by the core guiding principles of relevance and excellence.

**The Project**

To support the significant economic and social contributions of Family Businesses to Irish society, DCU has established the National Centre for Family Business (NCFB) as an international centre of research

excellence. Working with Irish family enterprises we translate our best practice research insights to practice in the areas of family business management and leadership.

### **Role Profile**

The National Centre for Family Business now wish to recruit a Research Assistant who will have accountability for actively building and maintaining extensive relationships with family enterprises, international research partners, industry bodies, business groups, state organizations, and donors. Reporting to the Centre Director, the role comprises working closely with DCU research and administrative staff in the coordinating of research projects, engagement activities and educational programmes.

### **Principal Duties and Responsibilities;**

Reporting to the Centre Director, the duties of the role include:

- Provide support across the research portfolio.
- Deliver research outputs according to project schedules.
- Attend and present results at project progress meetings.
- Assist with the project management of engagement events.
- Provide administrative assistance to educational programmes offered by the NCFB.
- Contribute to the NCFB engagement activities (e.g. conferences, workshops, seminars and e-zine).
- Create relevant and timely content for the NCFB Website and online platforms.
- Active management and maintenance of the NCFB Website and online platforms in line with DCU Communications protocols.
- Represent the NCFB at monthly management meetings with the NCFB's financial partners.
- Manage the NCFB's exiting research portfolio and provide the Centre's subscribers ease of access to this research.

### **Qualifications, Skills and Experience Required:**

Applicants should have a primary degree in a relevant Business or Journalism discipline. Applicants should also have:

- Evidence of a strong writing ability.
- Skills in the design, management and conduct of research.
- A high level of interpersonal and communication skills.
- Strong team working and collaborative abilities.
- Evidence of strong report writing experience.
- Time management skills, ability to work on own initiative and capacity to work to deadlines.

### **In addition, it is desirable that applicants have:**

- Proven strong academic article writing skills.
- Qualitative data analysis skills.
- Evidence of a research publication in a business discipline.
- Quantitative methods skills (not essential)
- Knowledge of some of the relevant academic literature on family firms.
- Demonstrable experience in industry-led research.
- Strong Presentation skills.

**Essential Training**

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