



Applications are invited from suitably qualified candidates for the following position

**Research Development Officer  
Faculty of Humanities and Social Sciences  
Fixed Term Contract up to Three Years**

**Dublin City University**

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.

**Faculty of Humanities and Social Sciences**

The Faculty of Humanities and Social Sciences in Dublin City University is DCU's largest Faculty, blending long-established subjects, such as English Literature, Applied Languages, Geography, History, Irish, Law, Music, Politics, Theology and Philosophy with newer disciplines, such as Media Studies, Translation Studies and International Relations. DCU is now ranked in the top 200 universities in the world for 'arts and humanities' and in the top 250 universities for 'social sciences'. Five of the Faculty's individual disciplines are also ranked in the QS top 300 universities in the world – three of those in the top 200 globally. With almost 200 research students, an average of 10 monographs and 125 international peer-reviewed publications per year and an average externally generated research expenditure of over €3 million per year, the Faculty has a strong research profile of international standing.

## **Role Profile**

The Research Development Officer will be responsible for providing a proactive faculty-based support service for academic staff focused on the planning and development of externally funded research grant applications. The scope and level of support provided in relation to particular funders, calls and/or thematic areas will be prioritised in consultation with the Executive Dean of Faculty, and informed by the research funding strategy of the Faculty.

## **Duties and Responsibilities**

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

## **Qualifications and Experience**

### **Essential:**

- A primary degree in a discipline aligned to the Faculty
- A minimum of three years' relevant work experience within a higher education, research funding or similar environment.
- Excellent interactive, oral and written communication skills
- A strong knowledge and comprehension of the Higher Education sector and research funding environment.
- Applicants should display the proven ability to function as part of a highly motivated team

### **Highly Desirable:**

- Holding a Masters by Research or PhD degree in a discipline aligned to the Faculty
- Proven track record in research support, proposal development, and grant writing
- Experience in deploying a critical and analytical approach to reviewing documents and proposals
- Proven ability to manage multiple simultaneous proposals.
- Experience in the management of multi-institutional and international collaborative proposals for external research funding (e.g. EU Horizon 2020 or Horizon Europe proposals).
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage

## **Essential Training**

The postholder will be required to undertake the following essential compliance training: Orientation, Health & Safety and Data Protection (GDPR). Other training may need to be undertaken when required.

**Salary Scale:** Senior Administrative Assistant II - €50,085 - €68,704

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

**Closing date:** Friday, 10<sup>th</sup> December 2021

For more information on DCU and benefits, please visit [Why work at DCU?](#)

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

Dr. Dara Dunican, Research Development Manager, Research and Innovation Support, Dublin City University.

Email: [dara.dunican@dcu.ie](mailto:dara.dunican@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 <https://www.dcu.ie/hr/vacancies-current-vacancies-external-applicants> (external applicants)

Applications should be submitted by e-mail with your completed application form to [hr.applications@dcu.ie](mailto:hr.applications@dcu.ie)

**Please clearly state the role that you are applying for in your application and email subject line:  
Job Ref #RF1598 Research Development 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](#)*