



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

**Senior Research Policy Officer (Administrator 1)**

**Research and Innovation Support**

**12 month fixed term contract**

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.

**Role Overview**

In accordance with the University's commitment to enhance the research environment and deliver on the ambitious goals for socio-economic impact within its strategic plan, applications are sought for suitably qualified and highly motivated individuals for the position of Senior Research Policy Officer based in Research and Innovation Support (RIS), within the Office of the Vice-President for Research and Innovation.

Reporting to the Director of Research, the Senior Research Policy Officer will take responsibility for a variety of research policy and research strategy initiatives and projects. In particular, the post holder will be responsible for effective and comprehensive briefings to senior management on the external policy environment as well as delivering a range of work streams under the newly-launched Research and Innovation Strategy. The Senior Research Policy Officer is expected to develop effective links with stakeholders across the University.

### **Duties and Responsibilities**

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

### **Qualifications & Experience**

- Candidates must have a primary degree or equivalent (NFQ Level 7), a honours degree is desirable and have a minimum of three years' relevant experience working in a policy-related or research environment along with;
- Knowledge of current higher education policy issues particularly in relation to research and postgraduate matters
- Experience of developing new policies/ initiatives within a complex organisation.
- Experience of developing reports for senior decision-makers on the bases of complex data/information
- Excellent oral and written communication skills and the ability to present complex policy information clearly and engagingly to a variety of audiences

### **Essential Training**

The post holder 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:**

Administrator 1: €54,500 - €77,637

Appointment will be commensurate with qualifications and experience and in line with current Government pay policy

**Closing date:** Friday 4th February 2022. It is envisaged that the interviews will take place week commencing 28th February 2022.

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

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

Informal enquiries should be directed to Dr. Sally Smith, Director of Research, DCU,  
Email: [sally.smith@dcu.ie](mailto:sally.smith@dcu.ie) , Telephone: +353 (1) 700 7180

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: #RF1614 Senior Research Policy 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](#)*