Job Description

Senior Research Policy Officer (Administrator 1)

Research and Innovation Support

12 month fixed term contract

Dublin City University 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

Reporting to the Director of Research, the Senior Research Policy Officer will support a range of activities within RIS that include but are not limited to the following:

Responsibility for the collation, interpretation and dissemination of key policy information produced by external stakeholders including government agencies. This includes:

- Preparation of responses to policy related initiatives and consultations on behalf of the Director of Research and Vice President for Research and Innovation. These include, for example, external consultations from DBEI and HEA.
- Delivering timely written and verbal briefings on aspects of the research policy environment of relevance to DCU.

Contributing to the delivery of key aspects of the institutional Research Strategy through consultation with senior managers across the University particularly in Human Resources and Communications. This includes:

- Managing and coordinating initiatives to augment University research culture (including those related to research networking to interdisciplinary research and research mentoring).
- Contributing to the development of a clear research communications strategy
- Managing, contributing to and servicing key University research-related consultation groups
- Developing and implementing a review process for University Designated Research Centres
- Preparation of internal University research policies for presentation at key committees and working groups

Managing, in conjunction with offices around the University, the sourcing, co-ordinating and preparation of research information to monitor and evaluate the progress of key aspects of the University's research performance. This includes:

- Analysing and presenting relevant benchmarking and other information to provide contextual data and analysis to assist the University in assessing research performance
- Co-ordinating activities under the Research Impact strand of the Research Strategy

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