



JOB DESCRIPTION

Research Development Officer, Faculty of Science and Health Senior Administrative Assistant II Research and Innovation Support Fixed Term up to 3 Years

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.

Faculty of Science and Health

The Faculty of Science and Health at DCU comprises the Schools of Biotechnology, Chemical Sciences, Health and Human Performance, Mathematical Sciences, Physical Sciences, Psychology and Nursing, Psychotherapy & Community Health, together with three National Research Centres and a number of large scale research programmes. The Faculty continuously seeks to conduct research in the natural, human and health sciences that is of global significance and has direct social, environmental and economic benefits. As a centre of excellence in Life Sciences, Personalised Health, Industrial/Environmental Technologies, Professional Healthcare and Human Performance, the Faculty achieves transformative outcomes through key strategic industry, clinical and academic partnerships.

Role Overview

The Research Development Officer will be responsible for providing a proactive faculty-based support service for academic staff focused on the planning and writing 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 Associate Dean for Research of the Faculty, and informed by the research strategy of the Faculty.

Duties and Responsibilities

Reporting to the Research Development Manager with a dotted line reporting arrangement to the Associate Dean of Research, the Research Development Officer will support a range of activities that include but are not limited to the following:

- Assisting academic staff in the preparation and writing of externally funded research grant applications including, where appropriate, non-technical and institutional strategic position content.
- The development and provision of high quality research development resources and workshops
- Advising on the application procedures, funders' submission systems and terms and conditions, and ensuring applications meet the eligibility and evaluation criteria of the funder
- Actively engaging academic staff with national and international research funding opportunities appropriate to and in line with the faculty research funding strategy
- Working closely with members of the Research and Innovation Support team to coordinate workloads and manage the application process for a diverse portfolio of research proposals, in order to ensure their institutional approval prior to funder submission
- Working closely with academic staff on collaborative applications, including large strategic submissions and multi-partner international proposals; planning timelines for proposal submissions; managing the overall development of the proposal and coordinating with project partners to gather information on collaborative applications
- Identifying and promoting potential areas of inter-disciplinary and multi-disciplinary collaboration, working with the Executive Dean/Associate Dean for Research and other senior colleagues across schools and faculties to manage the process of bringing researchers together for collaborative grant opportunities
- Maintaining a good understanding of the University's policies as they relate to research, e.g. governance, data management, ethics and intellectual property, and ensuring these policies are taken into account during the process of proposal development
- Understanding the full research proposal cycle and the aspects supported by each central unit, in order to refer academic staff to the appropriate contact point where required

Qualifications & Experience

Minimum Criteria:

- A primary degree or equivalent (NFQ level 7) in a discipline aligned to the faculty
- A minimum of three years' relevant work experience
- Excellent social, oral and written communication skills
- Knowledge and understanding 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 proposal
- 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 proposals).
- Experience working in a university research support unit or in a research funding organisation would be a distinct advantage