



<b>Research Centre</b>	ADAPT Centre
<b>Post title</b>	Research Development Officer
<b>Level</b>	Professional 5A
<b>Post duration</b>	3 Year Fixed Term Contract

### **Dublin City University**

Dublin City University (DCU) 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', DCU is a values-based institution, committed to the delivery of impact for the public good. DCU was named Sunday Times Irish University of the Year 2021.

DCU is based on three academic campuses in the Glasnevin-Drumcondra region of north Dublin. More than 18,000 students are 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 delivering a transformative student experience, and its positive social and economic impact. The university continues to develop innovative programmes in collaboration with industry, such as the DCU Futures suite of degrees, which are designed to equip graduates with the skills and knowledge required in a rapidly evolving economy.

DCU's pursuit of excellence has led to its current ranking among the top 2% of universities globally. It is also one of the world's Top Young Universities (QS Top 100 Under 50, Times Higher Top 150 Under 100). In the Times Higher Education University Impact Rankings 2021, DCU ranked 23rd in the world for its approach to widening participation in higher education and its ongoing commitment to eradicating poverty, while it ranks 38th globally for its work in reducing inequality and 89th globally for gender equality.

The university is ranked 23rd in the world and first in Ireland for its graduate employment rate, according to the 2020 QS Graduate Employability Rankings. Over the past decade, DCU has been the leading Irish university in the area of technology transfer, as reflected by licensing of intellectual property.

## **Background**

The ADAPT Centre is Ireland's global centre of excellence for digital content technology. It combines the expertise of researchers at eight universities (Trinity College Dublin, Dublin City University, University College Dublin, and Technological University of Dublin, Maynooth University, Technological University of the Shannon, Munster Technological University and University of Galway) with that of its industry partners to produce groundbreaking digital content innovations.

ADAPT brings together more than 300 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. ADAPT partners are successfully advancing the frontiers of content analysis, machine translation, personalisation, e-learning/education, media technologies and spoken interaction, as well as driving global standards in content technologies.

With €50m in research funding from Science Foundation Ireland and industry and with ambitious targets for additional new funding under the EU's Horizon Europe and other programmes, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors to achieve unprecedented engagement among customers, companies and communities.

## **Role Profile**

The ADAPT Centre is seeking to appoint a Research Development Officer as part of the Research Development Team. The Research Development Officer is responsible for assisting centre researchers develop and write high quality research proposals to access further European funding. They will manage existing and new research funding awards in the Horizon programme and will evaluate success in line with the Centre's objectives. This varied role provides the successful candidate the opportunity to drive success in many funding instruments and scientific fields. The candidate must be capable of working alongside academic researchers and embedding themselves in a research team to provide their expertise and specialist knowledge to drive effective proposal development. Given the cross-institutional nature of this role, the appointee will be required, from time to time, to travel to other locations. The post may also require occasional travel within the EU.

The role will be offered at a three year fixed term contract basis with the possibility of extension subject to funding.

## **Principle Duties and Responsibilities**

The duties and responsibilities of the position include, but are not restricted to, the following:

- Work with the Research Development and Operations teams to support and develop researchers applying for research funding.

- Work with centre researchers to develop their ideas and plans to relevant and appropriate funding calls.
- Apply expert knowledge and strategic awareness to identify suitable European and non-exchequer funding opportunities for the Centre
- In conjunction with the Head of Research Development, identify specific funding calls related to the Centre's research areas and identifying suitable candidates for prestigious awards like ERC and MSCA.
- Assist in the writing and development of research proposals.
- Administration around proposal development, including Enterprise Ireland support grants, budgets, eligibility queries, administrative forms etc.
- Work closely with those coordinating research proposals and support the application and administration of funded awards.
- Define and contribute to non-scientific sections of proposals including management, impact, communication and dissemination plans, exploitation and innovations plans, ethics statements, gender, recruitment plans etc.
- Budgeting pre and post award to correctly budget proposals and ensure appropriate financial management.
- Coordinate, contribute to and submit grant proposals.
- Manage the internal DCU administration and approval process for research funding proposals.
- Carry out any other research development related duties as outlined by the Head of Research Development.
- Must work to tight deadlines, ensure work is delivered to the highest standards and display good proof reading skills and attention to detail.

## **Qualifications and Experience**

### **Essential Criteria**

- The candidate Must have a university degree and, preferably a postgraduate degree with relevant experience.
- A minimum of three years' relevant work experience in a relevant environment.
- Applicants should display the proven ability to function as part of a highly motivated team.

### **Highly desirable:**

- Experience in writing successful research proposals for EU funding.
- Experience in project management and reporting of European research projects including complete project life cycle pre and post award.
- Specialist knowledge of European Commission research funding instruments, in particular Horizon Europe and related programmes.
- Well established track record in working as a partner/coordinator in large scale, inter disciplinary, multi partner collaborations.
- Proven experience in establishing and managing meaningful and productive partner relationships across boundaries between scientific disciplines, academia and industry.
- Previous experience in an academic research environment is highly desirable.
- Computer literacy, ability to work independently, ability to interpret and follow instructions accurately.
- Should be a bright, personable, motivated team player, who is disciplined, organized and can manage multiple projects at once.

## **Essential Training**

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

***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***