



Office of the Vice-President for Research

Senior Research Officer (Grade VI) (Three Year contract)

Dublin City University (DCU) is a dynamic research intensive institution which has experienced a rapid increase in its research activities as a result of continuing success in attracting significant external competitive research funding from national and international sources over the last ten years. 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 Officer with the Office of the Vice-President for Research (OVPR).

Function

The Research Officer will be responsible for providing a highly professional, proactive and comprehensive research support function for the DCU research community as part of the wider OVPR support team.

Duties and Responsibilities

Reporting to the Director of Research Support Services, the Senior Research Officer will support a range of research support activities in the OVPR that include but are not limited to the following:

- S/He will help foster effective collaborative research and development and encourage opportunities for research commercialisation and the effective use of university facilities and equipment.
- Act as liaison between Research Support Services and Invent staff in matters relating to the early identification (research proposal review) and management of IP and the identification and minimisation of potential risks to the University involved in contract research undertakings.
- Review, and draft/or negotiate as appropriate, research and research related agreements on behalf of the OVPR. This will include research collaboration agreements, EU Framework consortium agreements, material transfers, non disclosures etc.
- Play a critical role in maintaining and developing open and proactive lines of communication between Research Support Services and Invent.
- Provide assistance to Invent on policy research and best practice research, and postgraduate IP training
- Provide secretarial support to the university Research Committee.
- Manage DCU/OVPR internal research funding programme calls and evaluations processes.

- Organise on campus workshops to promote research activity and provide information on funding opportunities.
- Support DCU staff/researchers in attracting in greater levels of international research funding and supporting key identified international strategic alliances.
- Support logistics and planning of incoming and out-going international research-focussed institutional visits.
- Develop professional relationships and institutional visibility with key international stakeholders.
- Develop and implement OVPR initiatives and change projects.
- Prepare statistical reports and other information as required to OVPR Senior Management for planning and other purposes.

Internal and External Promotion

- Build working relationships with key stakeholders in the DCU Research Community.
- Regularly liaise with the Finance and Human Resources departments to ensure a co-ordinated approach in the provision of research support services, including audit support.
- Represent the OVPR and university on internal committees / working groups and external bodies including Irish Universities Association.
- Remain up to date on developments in research funding, current research activities and the priorities and needs of the DCU research community.

Essential requirements:

- A strong understanding of research funding mechanisms, contracts and intellectual property
- Ability of work independently and deliver on commitments
- Excellent communication and administrative skills
- Ability to work effectively across organisation boundaries

Applicants must hold a primary degree and have a minimum of three years relevant experience with a have a proven track record in research administration with a specific focus on research agreements.

Experience of national and international funding including EU Framework Programme is essential. The ability to function in a highly motivated team structure is highly desirable.

Closing Date: **November 18th**

*It is anticipated that interviews for this post will take place on
30 November 2011.*

Salary: **€49,967 - €72,373**

*Subject to qualifications and experience.
These salary scales may be affected by the provisions of the 2011 Budget*

Informal Enquiries:

Informal enquiries should be directed to Dr. Declan Raftery, Director, Research Support Services Email: Declan.Raftery@dcu.ie or Tel: +353 (0)1 700 5847

Application forms are available from:

Human Resources Department,
Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149
Fax: +353 (0)1 700 5500
E-mail: hr.applications@dcu.ie

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