Dublin City University
Research & Innovation Support (RIS)

Director of Research Support
(5 Year Fixed Term Contract)

Background
Dublin City University (DCU) is a dynamic research-intensive institution committed to enhancing its research activities to deliver societal and economic benefits. Academic staff are assisted in developing bids for funding and in commercialization activities through Research and Innovation Support. Due to promotion, the position of Director of Research Support within Research and Innovation Support is available, and applications are sought from suitably qualified and highly motivated individuals.

Function
The Director of Research Support will be responsible for leading a highly professional, proactive and comprehensive research support function for the DCU research community as part of the wider Research & Innovation Support (RIS) team.

Duties and Responsibilities
Reporting to the Vice-President for Research & Innovation (VPRI) and liaising with university senior management, the Director of Research Support will lead a range of research support activities that include but are not limited to the following:

- Manage, in close consultation with the VPRI, the research support team in order to adapt to the evolving external context
- Be responsible for the overall operation of the research support team
- Oversee the effective management of all externally funded research contracts
- Ensure the effective delivery of research administration services and policies for the university research community
- Support the VPRI in the development and implementation of the university's research strategy and the management of major research initiatives (internal and external)
- Deputise for the VPRI on external and internal committees and at events, where appropriate
- Proactively develop and enhance research activity on campus, so as to maximise the impact of DCU research and optimise DCU research performance
- Ensure the effective promotion of the university research profile nationally and internationally
- Be prepared to undertake duties and responsibilities as prioritised by the VPRI

The successful candidate will be expected to work closely with the VPRI and the wider Research & Innovation team, senior management colleagues and the academic research community to ensure that DCU continues to develop as a research-intensive university with clearly identified world-class strengths in key targeted areas. The director must therefore have demonstrable leadership skills, balanced with strong team-player characteristics and a flexible and accommodating approach to dealing with issues as they arise.

Candidate Requirements:
- Must have a PhD degree or equivalent and at least 5 years postgraduate experience of team management in a dynamic administrative environment
- An in-depth knowledge of national, international and university policies and initiatives relating
to funded research
• A thorough working knowledge of the principal research funding agencies and current funding initiatives
• A high standard of computer literacy, including databases, spreadsheets and electronic research administration systems
• Good interpersonal and communication skills, including writing, making presentations, facilitating, influencing and assimilation skills
• A keen appreciation of the process of research and scholarship
• A wide experience and deep understanding of the management, operation and funding of research programmes, the principles underpinning research, and the dynamics of research and the research environment
• A proactive, self-starting approach with the ability to see tasks through to completion
• A strong ability to assemble and analyse research data as well as presenting the results in a form that is accessible to university-relevant agencies and groups
• A proven ability to lead and co-ordinate teams of colleagues in meeting work objectives and deadlines
• A thorough knowledge of the process of commercialisation of research outputs, the protection of intellectual property, and the formulation of legal documents related to research contracts

Salary: €77,807 - €101,758 (Administrator III)
€70,026 - €91,582*
*Applies to new entrants to the public sector after 01 January 2011

Closing Date: 10th August 2012

Further Information

For further information and informal discussions, please contact:

Professor Alan Harvey, Vice-President for Research & Innovation

Email: Alan.Harvey@dcu.ie Telephone: +353 1 700 8070.

General information on Research and Innovation Support can be found at http://www4.dcu.ie/research/index.shtml

Application Procedure

Applications should include a CV and covering letter and be submitted with the application form as outlined below.

Application forms are available from: http://www.dcu.ie/vacancies/APPLICATION FORM 6pg.doc and from Human Resources Department, Dublin City University, Dublin 9. Tel: (01) 700 5149; Fax: (01) 700 5500
Email: hr.applications@dcu.ie

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