



Post Specification (Comp: 033600)

Post Title:	Research Programme Officer
Post Status:	Specific purpose contract (until December 31, 2020 approx.)
Department/Faculty:	CONNECT Department of Computer Science/Faculty of Engineering, Mathematics, & Science Trinity College Dublin, the University of Dublin
Location:	Dunlop Oriel House, Trinity College Dublin, the University of Dublin Fenian St, Dublin 2, Ireland
Reports to:	The RPO will report in the first instance to CONNECT Executive Director and in the second instance to the Manager of the RDO
Salary:	Appointment will be made on the Administrative 2 salary scale at a point in line with Government Pay Policy [€48,153 to €56,581 per annum].
Hours of Work:	37
Closing Date:	12 Noon (Irish Standard Time), 5 th March 2019

Post Summary

The Research Development Office (RDO) seeks to appoint a Research Programme Officer (RPO) positioned in CONNECT, Ireland's Research Centre for Future Networks and Communications who will work with Funding Diversification Manager to develop and manage an implementation plan for research funding strategy. Particular emphasis will be on helping to secure non-exchequer funding especially Horizon 2020 and Horizon Europe funding, for CONNECT's Trinity College based academic and research staff.

CONNECT is Ireland's Future Networks and Communications Research Centre. Co-funded by the Irish government through Science Foundation Ireland and by industry, its mission is to

research, develop and innovate new communication solutions to address many of the challenges facing society. CONNECT is headquartered in and led by Trinity College Dublin who are partnered with 9 other Irish academic institutions and 36 companies ranging from large ICT multi-nationals to smaller and emerging indigenous companies. CONNECT is hosted by the School of Computer Science and Statistics in the Faculty of Engineering, Mathematics and Science.

The RPO will have cognizance of the College's research strategy and the research profile of CONNECT to ensure linkages with other relevant thematic areas as they develop in College. In general, it is expected that the RPO will be active in opportunity identification, consortium building and networking activities and will provide a resource for the unit's staff in writing and submitting research proposals.

The post is directly linked to the University's Research Funding Diversification Plan implemented through the Research Development Office, where particular emphasis is placed on securing non-exchequer research funding especially EC Horizon 2020 funding (and then Horizon Europe when it comes on stream) in a manner that is supportive of researchers and the delivery of excellence in teaching and research.

The successful candidate will be provided with opportunities to work with other members of the RDO team in order to become familiar with a wider range of duties, projects and procedures relating to securing different types of research funding. The RPO will also liaise with other University service providers (e.g. Contracts Office, Office of Corporate Partnership and Knowledge Exchange (OCPKE), Treasure's Officer etc.) to ensure that researchers are aware of the relevant offices to be contacted and procedures to be followed in relation to interactions with research sponsors such as the European Commission.

Further Information

Informal enquiries about this post should be made to David Fitzpatrick (fitzpadg@tcd.ie)

Standard Duties and Responsibilities of the Post

- Assist in the development and implementation of strategy for participation in research grant funding initiatives and in particular EU research programme grants in collaboration with the Connect Funding Diversification Manager.
- Identify EU and other funding calls complementary to CONNECT's strategic research objectives and promote these internally in Trinity College with researchers.
- With the CONNECT Industry Manager, devise a plan of engagement with industry through targeting relevant research funding calls.
- Work with the CONNECT partners liaising with their Research Offices where necessary
- Identify opportunities for Trinity College researchers to coordinate projects and help establish the best partners for consortia.
- Maximise the linkage of researchers in Trinity College to networks (e.g. COST) in order to help establish partnerships for proposals.
- Provide local advice on budgets and proposal structure and liaise with colleagues in the RDO to ensure both consistency of advice and that College procedures are followed.
- Oversee and contribute to the writing of the non-scientific elements of applications being submitted from Trinity-based CONNECT researchers and maintain unit-based information on facilities that could be made available and a knowledge base of national and EU policies relevant to proposal areas from their unit.
- Ensure feed-in to the development of work programmes for sponsors (where relevant) to ensure that opportunities for participation by their unit are maximised.
- Organise CONNECT information sessions (with participation from the RDO) and represent CONNECT and the College at external networking events.
- With other TCD RPOs, actively contribute to College-wide funding information sessions and postdoctoral training events.
- Be involved in the delivery of centrally-organised information sessions and support the central delivery of services, where required.
- Aid TCD-based researchers in CONNECT to become more research active in line with CONNECT's strategy. Particular focus should be placed in supporting junior faculty staff and postdocs to seek independent funding.

- Manage relations with Ireland's national contact points for all EU activity and appropriate Irish agencies in relation to projects that the unit wishes to see established.
- Liaise with relevant College service providers, understand the College's policies and requirements for involvement in research funding schemes, and ensure such procedures as detailed by the College are adhered to.
- Maintain a detailed understanding of all aspects of EU and national programmes relevant to the remit of TCD researchers in CONNECT.
- Provide support to researchers from research application and if successful liaising thereafter with the Contracts Office as relevant.
- With the Funding Diversification Manager, develop a European profile for CONNECT and its activities.
- Aid in the development and writing of research related publicity material for CONNECT including press releases, website materials, newsletters, outreach materials and annual reports.
- Feedback information to the RDO about particular sponsor related issues identified by CONNECT so that, where necessary, the College can form a common position and lobby the sponsor for change.
- Carry out any other research development related duties as outlined by CONNECT's Centre Director.

The RPOs are intended to complement supports in the central RDO and add value to these supports on a local level and in particular to aid researchers to become more research active in line with the unit strategy, providing more individual in-depth support than is possible from RDO resources based centrally from the pre-award stage in proposal structuring liaising with the contracts office at signature stage. It is not envisaged that RPOs would have a role in supporting the implementation phase (post award management stage of report writing and claims) of a given project.

Funding Information

This post is co-funded by CONNECT and College.

Person Specification

Qualifications

- Candidates for this post should have a university degree (or considerable experience in an academic environment) and, preferably a postgraduate degree, ideally in a discipline in Science, Engineering or Technology.
- Have a proven track record of research administration and industrial liaison.

Knowledge & Experience (Essential & Desirable)

- At least three years' relevant experience in work related to EU research programmes and/or other research programmes, especially those related to the fields of remit for CONNECT ideally with a demonstrated track record of success in grant preparation in these fields.
- Candidates should have experience in research administration, ideally as an administrator in a research group/team or as a researcher carrying out their own administration. Experience of research administration in relation to FP7/Horizon 2020 would be very advantageous.
- Exceptional communication and presentation skills – both verbal and written. Written skills are of the highest priority for this post as the successful candidate will be expected to contribute to research proposal development. An understanding of the research process of writing successful applications for research sponsors is essential.
- Experience in developing and managing budgets is required.
- A good understanding of the academic and industrial landscape in Ireland. Experience of working with industry partners would be an advantage.
- A good understanding of the research funding environment in Ireland, Europe and further afield.

Skills & Competencies

- **Extensive I.T. skills:** e.g. MS Office suite. Ability to continuously upgrade IT competence is a requisite. European Computer Driving License (ECDL) advantageous or display evidence of a high level of competency in Microsoft Office, in particular Word, PowerPoint, Excel, Microsoft Outlook. Web technology advantageous (e.g. webinars, podcasts etc.) and social media including Twitter, Facebook and Linked In;

- **Team worker:** Ability to work effectively as part of a team – tolerant, cordial and willing to help others, shares work and information; establishes rapport with others;
- **Financial and Budget skills:** Demonstrate proven ability in developing and maintaining budgets, provide summary reports of expenditure as required through the use of Excel;
- **Organisational Ability:** Excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritise tasks and meet deadlines; be capable of working on own initiative and have the ability to prioritise tasks and work under time constraints. Enthusiastic, flexible and willing to work outside usual office hours when required. Ability to develop creative solutions to multifaceted problems;
- **Flexibility:** can operate flexibly within a busy environment; can shift focus when required.
- **Travel:** appointee may be expected to undertake national and/or international trips (for example within Europe one or two overnights per trip, several times per annum), therefore candidates should be self-motivated, resilient and have the capacity to manage their own time and travel;
- **Conscientious:** A pro-active approach to work, anticipating and resolving problems in advance. Attention to detail - from anticipating and addressing issues in advance to understanding requests and delivering quality work with minimal errors;
- **Customer Focus:** Customer service skills are essential. The Research Development Office seeks to facilitate researchers in the very best way it can. Can operate effectively as part of a team – is cordial and willing to help others, is co-operative and patient; shares work and information; establishes rapport, can influence and develop effective networks. Demonstrate emotional intelligence and communicate with a high level of initiative, tact, diplomacy and confidentiality;
- The **ability to interface effectively** with staff both within CONNECT and across College;
- **Motivated:** Displays a 'can-do' attitude, is committed to the office and wishes to contribute to its development. A clear demonstration of enthusiasm and passion for the role.

Application Information

In order to assist the selection process, candidates should submit a Curriculum Vitae and a Cover Letter (no more than 2x A4 page) that specifically address the following points in their application.

1. Candidates must have at least 3 years of experience in research or (preferably) research administration experience as well as having knowledge of the challenges facing the research funding environment in Ireland, Europe and the US. Applicants should clearly address this experience and how they obtained their knowledge in their application.
2. An understanding of the research process of writing successful applications for research sponsors is essential. The applicant should give examples of involvement in competitive research proposal writing indicating the scale of budget involved, the outcome and what the applicant learned from the process
3. Illustrate, through past example, their ability to work on their own initiative and resolve problems.

Note:

- **Please note:** Candidates who do not address the application requirements above in their cover letter will not be considered at the short list stage.
- Candidates should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

Snapshot of CONNECT

CONNECT is Ireland's Future Networks and Communications Research Centre. Co-funded by the Irish government, through Science Foundation Ireland, and by industry, its mission is to research, develop and innovate new communications solutions to address many of the challenges facing society. CONNECT is headquartered in, and led by Trinity College Dublin who are partnered by 9 other Irish academic institutions and 36 companies ranging from large ICT multi-nationals to smaller and emerging indigenous companies.

Further Information for Applicants

URL Link to Area	www.connectcentre.ie/
URL Link to Human Resources	https://www.tcd.ie/hr/

GARDA CLEARANCE:

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda Vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations

must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time. No applicant will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

www.disclosurescotland.co.uk

www.psnipolice.uk

This website provides information on obtaining a national police clearance certificate for Australia

www.afp.gov.au

This website provides information on obtaining police clearance in New Zealand.

www.courts.govt.nz

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied

and the original returned to the applicant by post. **Any cost incurred in this process will be borne by the Applicant.**

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies.

Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104th in the world and using the Times Higher Education World University Rankings methodology Trinity is 117th in the world.



Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.²

¹ <http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT>

² <http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report>

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

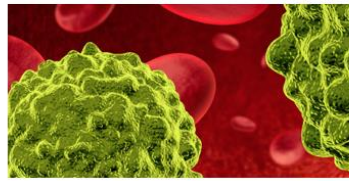
In the QS World University Subject Rankings:

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
- Trinity's Top 50 subjects include Nursing (25th), Classics (28th), English (28th) and Politics (43rd).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.
- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57th), Life Sciences & Medicine (87th), and Engineering & Technology (89th).

Research Themes



Ageing



Cancer



Creative Arts Practice



Creative Technologies



Digital Engagement



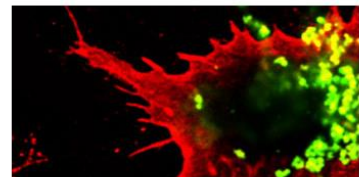
Digital Humanities



Genes & Society



Identities in Transformation



Immunology, Inflammation & Infection



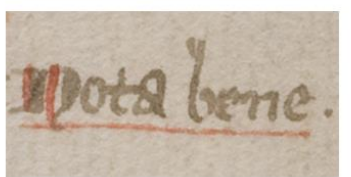
International Development



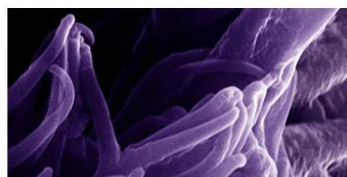
International Integration



Making Ireland



Manuscript, Book and Print Cultures



Nanoscience



Neuroscience



Telecommunications



Smart Sustainable Planet



Next Generation Medical Devices

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the

Ineligible Categories of Employment are set out in Schedule 4 of the Regulations

<https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/>. Non-EEA

candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

<http://jobs.tcd.ie>

If you have any application queries, please contact:

Lisa Hynes

Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

Tel: +353 1 896 3327

Email: lihynes@tcd.ie



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