



Job Description

College	College of Health and Agricultural Sciences
School	School of Medicine
Post Title	Research Project Manager
Project	Wellcome ISSF
Post Duration	Up to 24 Months
Reports to	Professor Catherine Godson
HR Reference No.	009555
HR Administrator	Sudoba Azim

Position Summary

The Wellcome Institutional Strategic Support Fund (ISSF) is supported under the SFI-HRB-Wellcome Biomedical Research Partnership, with matched funding from UCD. The fund exists to facilitate UCD researchers to overcome systemic barriers to career and network development within the University and beyond. The award will enable UCD investigators to optimize delivery of research outputs in areas of prioritized focus and enhance competitiveness for future funding from external agencies including the EU and the Wellcome Trust.

The appointee to this post will provide administrative support to ongoing research activities and strategic planning initiatives at the UCD Diabetes Complications Research Centre (DCRC) enabling DCRC strategy development in line with the institutional **Personalised & Translational Medicine** theme. The DCRC comprises a multidisciplinary research group with expertise in molecular cell biology, genetics, bioinformatics, pharmacology, human nutrition, systems biology, chemical pathology and clinical medicine. Investigator's and research activity are based at the UCD Conway Institute, St Vincent's University Hospital and the Mater Misericordiae University Hospital. DCRC researchers work closely with funding agencies and international collaborators in academia and industry.

The post will also provide support recipients of the ISSF Mid-Career Stimulus and Diversification and Clinical Primer Schemes. The purpose of the Mid-Career Stimulus and Diversification Scheme is to support excellent mid-career researchers within whom were previously highly productive but whose activity has been impeded by radical post-recession changes in Irish research funding or has been lost as a result of extended leave, or indeed a combination of the two. This scheme enables academics to shape the academic field as a result of re-engaging with cutting-edge research. The Clinical Primer Scheme will allow successful early-stage candidates an opportunity to work in a research environment, generating significant research outcomes that can be leveraged to pursue extramural funding. The scheme is intended to provide a launch pad for larger-scale continuation projects.

The role of the research project manager will be to enable these early to mid-stage researchers identify and secure extramural funding and/or high impact publications.

Salary: €42,000 - €48,000 per annum

Appointment on the above salary range will be dependent on qualifications and experience.



Principal Duties and Responsibilities

Diabetes Complications Research Centre (70% full time equivalent)

- Support project management of existing funded programmes;
- Organise, minute and coordinate follow-up at planning meetings;
- Manage the drafting and completion of funding and regulatory authority documentation and serve as contact point for queries from central administration and external agencies;
- Identify funding opportunities for the Diabetes Complications Research Centre by conducting landscape analysis and horizon scanning;
- Project manage applications on multi-centre or multi-partner grants to include applications as lead institutions for Marie Curie ITNs;
- Facilitate inter-disciplinary research;
- Facilitate industry collaborations and enabling commercialization funding to promote and support innovation;
- Ensure close collaboration and synergies across research programmes within the Diabetes Complication Research Centre by coordinating workshops, networking events and conferences;
- Oversee correct practice and implementation of data management, archiving and retrieval policy
- Support and record outreach activities
- Manage social media platforms within the DCRC

Mid-Career Stimulus and Diversification (20%) & Clinical Primer Scheme (10%)

- Assist our early stage clinical primer scheme and mid-career academic awardees to identify funding opportunities by conducting landscape analysis and liaising with UCD Research;
- Provide support to these awardees in writing proposal submissions in response to funding calls

Selection criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- Experience of internationally competitive biomedical research, preferably to PhD level/
- Previous experience in managing collaborative research projects
- Excellent oral communication skills, with the ability to present scientific ideas to a variety of audiences.
- An appreciation of the Irish research environment and in particular an appreciation of the operational issues arising in collaborative research environments.
- Excellent written communication skills – experience in driving successful grant proposals to completion.
- Experience in organising and managing conferences and workshops
- Excellent administrative and interpersonal skills.
- Excellent organisational and time management skills.



- Experience in managing budgets and preparing financial and scientific reports.
- Flexibility and capacity to work to deadlines
- Proficient in Microsoft Office, Adobe Illustrator and Endnote, and generally computer-literate.
- Knowledge in the area of IP and commercialisation of research outputs.
- Capacity to collaborate with scientists, funding agencies, clinicians and industry.

Desirable

- Experience writing large-scale EU grant proposals

Further Information for Candidates

Supplementary information

The University:	http://www.ucd.ie/aboutucd.htm
The College:	http://www.ucd.ie/chas/
The School:	http://www.ucd.ie/medicine/
UCD Wellcome Institutional Strategic Support Fund	http://www.ucd.ie/research/wellcometrustissf/

Garda Vetting required:

NO

YES – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the UCD Garda Vetting Policy - http://www.ucd.ie/hr/t4cms/Garda_Vetting_Policy.pdf

Relocation Expenses

Will not apply

Will be applied in accordance with the UCD Relocation Policy <http://www.ucd.ie/hr/policies>

Informal Enquiries ONLY to:

Name:	Prof. Catherine Godson
Title:	Director, Diabetes Complication Research Centre
Email address:	catherine.godson@ucd.ie
Telephone:	01 7166731

Eligibility to compete and certain restrictions on eligibility

Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position



<p>Department of Health and Children Circular (7/2010):</p>	<p>The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to complete in this competition.</p>
<p>Collective Agreement - Redundancy Payments to Public Servants:</p>	<p>The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.</p>
<p>Declaration:</p>	<p>Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate’s right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
<p>Superannuation and Retirement:</p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”).</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p><i>a. Pensionable Age</i> - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p><i>b. Retirement Age</i> - Scheme members must retire at the age of 70.</p>	



c. Pension Abatement:

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.
- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007
The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).
- Ill-Health-Retirement
Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servant - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.

