



Job Description

College Management Unit:	UCD College of Science
School Unit:	UCD School of Earth Science
Post Title & Subject Area:	Research Programme Manager – SFI Centre for Research in Applied Geosciences (iCRAG)
Project:	iCRAG_Phase 2
Post Duration:	Fixed term post until 31 st December 2026
Line Manager:	Dr Aoife Brady (iCRAG COO)
Principal Investigator:	Prof. Murray Hitzman
Competition Ref. N^o	016939
HR Administrator	Martyna Wojcik

Position Summary:

The Science Foundation Ireland (SFI) Research Centre in Applied Geosciences (iCRAG) was established in 2015 and is a world leader in applied geoscience research. The Centre's team of researchers from across Ireland develop innovative science and technology to better understand the Earth's past, present and future and how people perceive Earth resources. The Centre's Research Programme consists of three Grand Challenges in Earth System Change, Earth Resources, and Earth Science in Society supported by five Platforms of Geophysics, Geochemistry, Geomodelling, Geosensing, and Geodata. iCRAG is hosted by University College Dublin (UCD) and brings together more than 150 researchers from UCD, Dublin Institute for Advanced Studies (DIAS), Dublin City University (DCU), Maynooth University (MU), Trinity College Dublin (TCD), University College Cork (UCC) and University of Galway (UoG). The Centre has a wide range of national and international industry partners and collaborators, and works closely with several government departments and agencies.

iCRAG wishes to recruit a Research Programme Manager on a fixed-term, full-time contract basis until December 31st 2026. The position will be responsible for the effective and efficient management of the Centre's Research Programme and will work to ensure close collaboration and synergies between the different strands of this programme.

The Programme Manager will have a broad range of management, leadership and administrative responsibilities that will encompass: (i) working closely with Centre Leadership on research programme organisation and development across iCRAG's partner institutions ensuring all research projects remain aligned to the overall programme vision; (ii) monitoring and reporting of research programme activities and outputs across the Centre to ensure that it meets all of its research programme related objectives and Key Performance Indicators (KPIs); and (iii) engaging with industry partners in the design and development of industry relevant collaborative research projects ensuring that research contracts and associated workplans and budgets are completed following SFI, institutional and partner requirements.

Furthermore, the Research Programme Manager will contribute to the development and implementation of the research strategy of the Centre and as a member of the Centre's Operations Team collaborate effectively with other team members. They will be expected to work closely with iCRAG's Business Development Manager (BDM) and Senior Grants Manager (SGM) on the identification of new opportunities for the Centre and the management of submission of proposals for calls both nationally and internationally. The Programme Manager may be asked to support other aspects of iCRAG's work programme when relevant and the appointee will be expected to have a flexible approach in this regard.

This position is based at University College Dublin and will encompass several categories of responsibility, as detailed below.

Salary Range: €55,000 - €65,000 per annum

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Principal Duties and Responsibilities:

Core Duties:

- Manage and oversee the Centre's Research Programme, which includes the Centre's project proposal preparation, submission and review process and monitoring of progress and reporting on all research activities and outputs to Centre Leadership (e.g., Strategic Research Management Committee (SRMC), Executive Management Committee (EMC), Science and Industry Advisory Committees etc.) and SFI;
- Responsibility for the Centre's compliance to its funders' research reporting and assessment requirements including preparation of key documents, such as, SFI Annual/Progress Reports, project financial reporting;
- Responsibility for ensuring iCrag's Research Programme follows SFI's Open Access (OA) policy;
- Manage and coordinate the contractual negotiation process, including the preparation and execution of Collaborative Research Agreements (CRAs), and all associated required documentation, for industry co-funded research projects between industry partners and the relevant research partner organisation offices, including Research, Legal, Intellectual Property (IP), Technology Transfer and Finance;
- Proactively manage industry partner/stakeholder engagement throughout the duration of co-funded collaborative research projects including coordination and monitoring the provision of formal documentation, including effective reporting of relevant information and satisfactory delivery of research activity to partners.

Auxiliary Duties:

- Liaise closely with the Senior Grants and Business Development Managers to identify opportunities and areas of overlap between international funding and industry engagement activities which will deliver value to iCrag and its industry partners;
- Assist in maintaining and developing appropriate measures and mechanisms of disseminating programme information to both internal and external stakeholders which may include newsletters, marketing materials, website content and organisation of industry workshops and stakeholder research showcases;
- Support and contribute to the development of reports, presentations, research and policy communications, for submission to SFI, Centre senior management, iCrag committees and outside organisations;
- Engage in whatever travel is necessary to actively promote the awareness of iCrag nationally, and where appropriate internationally, through all appropriate forums in order to maximise its impact;
- In partnership with Centre operational and academic leadership, support the continuous improvement of the programme by identifying and maximising development opportunities and contribute to the development and implementation of the research strategy of the Centre;
- Support the talent and career development of members of the research community in their engagement with iCrag;
- Engage and encourage a positive and inclusive working environment for all.

Other Duties

- Undertake any other associated duties, and as required by the COO, or nominee.

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:

- Masters-level or above qualification in geoscience or a related science or engineering discipline;
- Minimum 3 years' experience in large scale programmatic environment;
- Minimum 3 years' proven track record of providing support to senior management;
- Applicants must demonstrate significant practical experience working as a Programme Manager or similar role, and a thorough comprehension of project management techniques in a complex organisation encompassing diverse stakeholders;
- Proven track record of managing multiple project resources to best meet the demands of evolving projects;
- Demonstrated strong networking and consultative skills, with an ability to grow relationships based on delivering value to all partners; and a flexible and adaptable approach to responding to stakeholder needs;
- Capacity to manage and prioritise a high workload, with a track record of delivering results under pressure and on time;
- Ability to work effectively with staff and management across all levels, internally and externally, and have excellent writing, presentation, and communication skills including an ability to constructively influence situations and partners;
- Numeracy, high level of accuracy and a strong attention to detail are skills key to this role;
- Excellent problem-solving abilities and the ability to work on their own initiative and resolve problems;
- Excellent organisational skills and experience of collating, analysing and interpreting complex research information for the development of reports and findings for funders, partners and stakeholders;
- Ability to decide on appropriate courses of action, issues directives and monitor subsequent performance in relation to the research agenda;
- Familiarity with the research funding environment at national and EU level including experience of large scale project proposal writing;
- Experience of stakeholder engagement including industry, university and government departments and agencies.
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Desirable:

- Strong network and relationships within the third-level research sector or within the geosciences sector;
- Detailed knowledge and understanding geosciences field in Ireland including an appreciation for the needs, priorities and associated challenges for industries within this sector;
- Hold a PhD in a science or engineering field, ideally in the geosciences or environmental science;
- Project management qualification;
- Experience of working in a large multi-disciplinary research centre;
- Have an understanding of legal procedures and experience in negotiating research agreements, preferably between industry and academia;
- Familiarisation with IP protection, academic publication and other established methods of disseminating and commercialising research outputs;
- Familiarity with the process of translating scientific research into application via commercialisation, policy formation, public engagement etc.

Cont...

Further Information for Candidates:

Equality, Diversity and Inclusion:

Equality, Diversity, and Inclusion (EDI) at UCD

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. Diversity is highlighted in the university's strategic plan as one of the core values of UCD, and its EDI commitment is further demonstrated through the strategic objective relating to the attraction, retention, and development of an excellent and diverse cohort of students, faculty and staff. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. The university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult UCD's equality, diversity and inclusion policies here <https://www.ucd.ie/equality/>.

UCD's Equality, Diversity and Inclusion Strategy 2018-2020-2025 sets out the University's objectives aligned to UCD's ten equality grounds. [Link](#)

UCD's Vice President for Equality, Diversity and Inclusion chairs the University EDI Group which works across UCD's ten equality grounds in collaboration with College Vice Principals for EDI and EDI School Representatives. UCD's Equality, Diversity and Inclusion Unit supports the mainstreaming of EDI through the EDI

Group and these roles and leads on the delivery of the EDI Strategy through a range of initiatives including policy development, awareness raising and training, internal and external relationship building, collation and analysing of data, establishing peer support groups and networks, attainment of accreditations such as Athena SWAN and supporting and promoting an environment of mental health and wellbeing and dignity and respect.



UCD has EDI staff networks which are a great opportunity to meet colleagues, network and engage with equality, diversity, and inclusion initiatives in UCD.

UCD's EDI Staff Networks include:

- UCD staff disability network
- UCD LGBTI staff network
- UCD Women@STEM
- Multicultural Employee Network UCD (MENU)

You can join UCD's EDI Staff Networks here: <https://www.ucd.ie/equality/groups/edinetworks/>

UCD is also engaged with the following initiatives:



Athena SWAN at UCD

University College Dublin has received its second Athena SWAN Bronze institutional award in recognition of the university's work towards gender equality. To achieve this accreditation, an institution must demonstrate that it has

undertaken a thorough self-assessment of gender equality challenges and has developed a detailed action plan to tackle them. The [UCD Gender Equality Action Plan 2020-2024](#) was prepared by the [Gender Equality Action Group](#) and its Working Groups, in a process that involved external benchmarking, an EDI employee survey, focus groups and consultation across the university. It includes actions relating to recruitment, promotions, leadership, work practices, organisation and culture. The implementation of the Plan is already underway and includes mechanisms to track progress on each of the actions. This action plan includes the actions that arose from the review of the university's policy and procedures on Dignity and Respect.

Age-Friendly University

University College Dublin is proud of its designation as an **Age-Friendly University** as part of the AFU Global Network. The principles of an Age-Friendly University are: To encourage the participation of older adults in all the core activities of the university, including educational and research programmes.

University of Sanctuary

UCD was awarded **University of Sanctuary** status in 2018, (UoSI) is an Irish initiative to encourage and celebrate the good practice of universities, colleges and other education institutes welcoming refugees, asylum seekers and other migrants into their university communities and fostering a culture of welcome and inclusion for all those seeking sanctuary.

Open Doors Initiative

UCD has joined a group of over 95 companies and NGOs, who work with government to create pathways to employment for marginalised people. These can be internships, scholarships, training courses, aiding entrepreneurs or full/part time employment, from a range of backgrounds and abilities.

These can be developed out on a bespoke basis with organisations to include specific projects. This group work with refugees, asylum seekers and migrants, people with disabilities and disadvantaged youth (including those from a traveller background, LGBTIQ+ etc).

They offer online training, mentorships, assisted learning, seminars, inhouse training for existing employees on a range of subjects and can assist with funding for training courses you run. They have ongoing meet ups with other companies and supporting partners who are working to create diversity and inclusion within their organisations.

More details are available on our website here: www.opendoorsinitiative.ie

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2020-2024: Rising to the Future	https://strategy.ucd.ie/
UCD College of Science:	https://www.ucd.ie/science/
UCD School of Earth Science:	https://www.ucd.ie/earthsciences/
Other (<i>Please specify</i>):	

Relocation Expenses:

- ☒ Will not apply
- ☐ Will be applied in accordance with the [UCD Relocation Policy](#)

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](#)

Informal Enquiries ONLY to:

Name:	Prof. Murray Hitzman
Title:	Full Professor and Principal Investigator

Email address:	Murray.Hitzman@ucd.ie
Telephone:	N/A

<i>Eligibility to compete and certain restrictions on eligibility</i>	
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
Department of Health and Children Circular (7/2010):	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.
Collective Agreement - Redundancy Payments to Public Servants:	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.
Declaration:	Applicants will be required to sign 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.
Superannuation and	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

Retirement:	<p>to appointment (see paragraph d below), this means being offered an 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>a. Pensionable Age - The minimum age at which pension is payable is 66 in line with State Pension age changes.</p> <p>b. Retirement Age - Scheme members must retire at the age of 70.</p> <p>c. Pension Abatement:</p> <ul style="list-style-type: none"> • 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. <p>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:</p> <p>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.</p> <p>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.</p> <p>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.</p>	

