



College Management Unit:	UCD College of Science
School Unit:	UCD School of Earth Sciences
Post Title & Subject Area:	Research and Administrative Support Officer (iCrag)
Project:	Research Ireland Centre for Applied Geosciences (iCrag)
Post Duration:	Fixed-term post until 31 Dec. 2026
Line Manager:	Dr Aoife Brady, Principal Investigator
Competition Ref. N^o:	018415
HR Administrator:	Linda Meili

Position Summary:

iCrag is the Research Ireland Centre for Applied Geosciences hosted by University College Dublin (UCD). iCrag’s research focuses on aspects of the past, present and future Earth system that are critical to society and the economy, including:

- Sustainable discovery of the raw materials and energy resources required for decarbonisation.
- Identifying and protecting groundwater and marine resources.
- Protecting society from Earth’s hazards such as flooding and landslides.
- Understanding the societal aspects of earth system change, the supply and use of earth resources, and geohazards.

The Centre 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), University of Galway (UoG), Technological University Dublin (TUD), Teagasc and University of Limerick (UL). iCrag is funded by Research Ireland and a wide range of industry, national and international partners.

The Centre wishes to recruit a ‘Research and Administrative Support Officer’ on a fixed-term, full-time contract basis until December 31st 2026. Reporting to the Chief Operations Officer (COO) the Research and Administrative Support Officer will provide key research and administrative support to the iCrag operations and research teams. The post holder will support the reporting functions across the Centre, including the compilation of researcher outputs, written contribution to reports of a scientific and technical nature, and the documentation of Centre progress and achievements including documenting the progress of research projects to both internal and external stakeholders as part of the wider Operations team. The post holder will be the key contact point for Postgraduate and Postdoctoral researchers across iCrag, and will be engaged in the PhD cohort training programme currently underway within iCrag. The post-holder will share responsibility for the organisation and co-ordination of research showcase events alongside the other Operations Team members. The role requires engagement with the Centre’s Finance Manager to provide clear, transparent records of budget and spend for the Centre activities.

In addition, they will be a key member of the Operations team and will support the Centre leadership of the Director and COO in general administration, meeting logistics, document preparation, office space management and other administrative duties.

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Principal Duties and Responsibilities:

- Responsible for the compilation of Centre research outputs and submitting these outputs to Research Ireland twice per calendar year through SESAME.
- Maintaining transparent, detailed records of budget and spend of Centre activities.
- Key contact point for Masters, Postgraduate and Postdoctoral researchers across iCrag.
- Communicating and co-ordinating with the iCrag PhD cohort to facilitate training and support as needed.
- Managing meetings of the Executive Management Committee (EMC), Strategic Research Management Committee (SRMC) and Operations Team, including arranging meeting times/dates and taking minutes.
- Organising and coordinating showcase events, technical conferences and iCrag member events.
- Managing and maintaining registers and data for the Centre's progress and achievements.
- Monitoring the general information and contact email accounts .
- General logistical support for iCrag Team member events and activities.
- Management of the iCrag office space within UCD.
- Assisting with scientific and technical reports to funding partners and stakeholders.
- Other tasks as required based on Centre needs.

Particular to this position:

This position is based at UCD, on a fixed-term, full-time contract. However, some travel may be required at peak times or when engaging with research partners and stakeholders.

Salary Range: €50,000 - €55,000 per annum

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

Details on eligibility to compete and pension information is available at:

<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. 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. Learn more about Diversity at: <https://www.ucd.ie/workatucd/diversity/>

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.

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:

- Undergraduate degree in Geoscience, Environmental Science or similar.
- At least two years' experience working in a research, administrative, functional planning or project management environment
- Excellent organisational, time-management and project management skills and an ability to prioritise a high work load while delivering results under pressure and on time.
- Numeracy, with a high level of accuracy and strong attention to detail.
- Excellent interpersonal and communication skills both written and verbal.

- Excellent relationship building and team working skills.
- Proven experience of collating, analysing and interpreting complex research outputs for the development of reports and findings for funders, partners and stakeholders.
- Proven ability to work on own initiative with high levels of energy and enthusiasm in an environment that requires confidentiality and discretion.
- Experience with office software, particularly Word and Excel, and online meeting software, both Zoom and Microsoft Teams.
- Experience in the coordination and logistical planning of events.
- Proven commitment to equality, diversity and inclusion (EDI) and implementation of both UCD and iCRAG EDI Strategy.

Desirable:

- Willingness to travel nationally in order to deliver effectively on the role.
- Familiarity with University procurement guidelines and systems.
- Familiarity with SESAME or other research reporting systems.
- Enthusiasm to engage and communicate research to various audiences.
- Experience of working in a large multi-disciplinary research centre.
- Experience of working in an academic environment.

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
UCD College of Science:	https://www.ucd.ie/science/
UCD School of Earth Sciences:	https://www.ucd.ie/earthsciences/
Equality Diversity and Inclusion at UCD:	https://www.ucd.ie/workatucd/diversity/
Other (Please specify):	https://www.researchireland.ie/about/ https://www.icrag-centre.org/

Informal Enquiries ONLY to:

Name:	Dr. Aoife Brady
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