



Job Description

College / Management Unit:	UCD College of Science
School / Unit / Institute:	UCD School of Earth Sciences - iCrag
Research Title:	Irish Centre for Research in Applied Geosciences (iCrag)
Post Title	Senior Manager - Research Grants
Research Project:	iCrag_Phase 2
Post Duration:	Specified Purpose appointment aligned to 'iCrag Project_Phase 2'* <i>(* Note: Phase_2 is currently scheduled to end: 31 Dec. 2026)</i>
Reports to / Principal Investigator:	Dr Jennifer Craig (and/or nominee)
Competition Ref. N^o	013051
HR Administrator	Rachel Kelly

Position Summary:

The world leading SFI Research Centre for Applied Geosciences (iCrag) is currently seeking a Senior Manager-Research Grants to help iCrag deliver on its leveraged funding goals. iCrag brings together a team of researchers representing the full geosciences spectrum from earth system (and climate) change to natural resources (water, raw materials, energy). Our research stretches from basic to applied with a clear focus on economic and societal impact. iCrag is funded by Science Foundation Ireland (SFI) and co-funded under the European Regional Development Fund together with industry partners. The Centre is administered in UCD and represents a collaboration between UCD, TCD, NUIG, UCC, DIAS, Teagasc, GSI and MU, in addition to a variety of domestic and international industry partners.

Reporting to the Chief Operations Officer, the iCrag Senior Manager-Research Grants will work closely with iCrag management and iCrag researchers and will be responsible for developing, managing and supporting iCrag's programme for leveraging funding from a broad range of sources. The successful candidate will have the responsibility for leading and managing cross-institutional research development with a significant focus on non-exchequer, non-commercial and philanthropic funding with a 6-year funding target of €18.5 million. The successful applicant will also be responsible for identifying opportunities and managing the submission of proposals for a wide variety of funding calls at both a national and particularly international level with a focus on Horizon Europe. The Senior Manager-Research Grants will have valuable insights and experience in EU proposals, award management and administration and this role requires an established track record in project and grant management. A key role of the Senior Manager-Research Grants will be to facilitate and support iCrag researchers across the various institutions of the Centre in the development of competitive applications for international and national research funding. Knowledge of the comprehensive suite of funding schemes proposed for Horizon Europe and across the national funding landscape, excellent grant writing, communication and project management skills are a central requirement for the role.

The iCrag Senior Manager - Research Grants may be asked to support other aspects of the iCrag's work when relevant and the appointee will be expected to have a flexible approach in this regard.

Equality, Diversity and Inclusion

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To that end the university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult those policies here <https://www.ucd.ie/equality/>. 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.

Salary Range: €70,000 - €90,000 per annum

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

Principal Duties and Responsibilities:

The principal duties of the post will be to provide professional support to the Centre's research community, in order to increase iCrag researchers' funding potential for the full research project lifecycle from pre-award to post-award project management.

The successful applicant will;

- In collaboration with the COO and Centre Director, help develop and implement Centre-wide funding goals and strategies to expand and diversify iCrag's funding base.
- Advise and inform iCrag and its senior management on all aspects of funding calls.
- Identify mechanisms and actions required and be responsible to help ensure delivery of iCrag's leveraged non-exchequer, non-commercial funding goals of €18.5m over 6 years (€3m per annum) particularly by targeting appropriate international funding calls and philanthropic funding.
- Develop tools to monitor and evaluate the Centre's performance against funding targets.
- Ensure effective communication strategies are in place in iCrag to ensure the Centre is aware of all the funding opportunities available.
- Work in close collaboration with the iCrag academic community and management to develop proposals, including drafting of text where required.
- Define the support programme(s) which may be required for the development and submission of proposals and ensure effective roll-out of supports.
- Be responsible for the coordination of and assist with writing and submission of Horizon Europe grant proposals.
- Liaise with a wide range of internal and external stakeholders and develop and maintain key relationships with funding agencies (including those in iCrag's key national funding agencies i.e. SFI, EPA, Geoscience Ireland, GSI, IRC), Government bodies, National Contact Points for Horizon Europe, other international bodies and industry partners.
- Along with Senior Management, assist in broadening the base of iCrag Principal Investigators, Funded Investigators and collaborators (both academic and industrial).
- Prioritise workload to meet demanding deadlines.
- Take responsibility for complex issues as they arise and see through to completion.
- Prepare reports on research and funding activities for internal and external audiences.
- With the focus of this role on the development of a diversified and expanded funding base of non-exchequer funding, it is estimated that there will be a requirement for approximately 10-15% of time devoted to international travel.
- Perform other duties as assigned.

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:

- A third level degree;
- At least four years' experience in relevant grant proposal coordination and management at senior level; particularly in the areas of proposal development and post award support and management;
- Deep knowledge and proven experience of the research funding environment (and the ability to work

closely with external agencies) to best advantage iCrag;

- Experience and demonstrated success in managing and coordinating research funding submissions through national and international agencies;
- Demonstrable knowledge of the comprehensive suite of funding schemes in Horizon Europe, and across the international and national funding landscape;
- Experience in developing research proposals involving multiple partners and drafting text for such proposals;
- Ability to define support structures and toolkits that enhance iCrag's competitiveness and ensure effective roll-out of these to the research community;
- Numerate and accurate with attention to detail with an ability to work within tight deadlines;
- Excellent interpersonal/communication skills and an ability to work effectively with staff and management across all levels, both internally and externally;
- Excellent presentation and writing skills;
- Personal credibility to represent iCrag externally including at a European and international level;
- Ability to prepare comprehensive update reports for the iCrag Management Team e.g., on funding pipelines.
- Candidates must show evidence of leadership in and/or demonstrated commitment to gender equality and the broader equality, diversity and inclusion agenda.

Desirable:

- Third level degree in the Natural Sciences;
- PhD degree in a discipline relevant to iCrag;
- Proven experience in European Union project acquisition;
- Extensive EU network of partners in industry, academia, and the European Commission.

Further Information for Candidates:

Supplementary information:

The University:	http://www.ucd.ie/
The UCD Strategy for Research, Innovation and Impact 2015-2020:	http://www.ucd.ie/science/
UCD School of Geological Sciences:	http://www.ucd.ie/geology/
iCrag – Irish Centre for Research in Applied Geosciences	http://icrag-centre.org/
Science Foundation Ireland Press Release:	http://www.sfi.ie/news-resources/press-releases/245-million-to-be-invested-in-five-new-world-class-sfi-research-centres-in-ireland.html

Relocation Expenses:

- Will not apply
- Will be applied in accordance with the UCD Relocation Policy <http://www.ucd.ie/hr/policies>

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

Informal Enquiries ONLY to:

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<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 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 Retirement:

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”).

Key provisions attaching to membership of the Single Scheme are as follows:

a. Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

b. Retirement Age - Scheme members must retire at the age of 70.

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>.

