

## Research Funding Specialist Grade VII

**Reporting to:** Head of Research  
**Duration:** Fixed Term Whole-Time Contract to 31 December 2027  
**Location:** MTU's Cork or Kerry Campus  
**Funding:** TU-RISE  
**Competition:** External

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Research and Innovation (R&I) has never been more important to our society. MTU is embarking on an ambitious programme to recruit motivated individuals who will significantly expand the capabilities of MTU's Research Office in support of maximising the benefits to all from a coordinated R&I ecosystem. We are looking to recruit professionals with targeted skills in key areas that are required to work with researchers to deliver the highest standards of research impact.

Under the Higher Education Authority's TU Research and Innovation Supporting Enterprise (TU-RISE) programme, MTU has been successful in securing significant funding to implement our vision to provide the best leadership and support for research staff and students. A critical outcome of TU-RISE will be the empowerment of our R&I community to expand their capacity, competitiveness, activity and engagement, thereby delivering research impact regionally, nationally, and globally.

TU-RISE will facilitate expanding our researcher human capital through building a substantial additional cohort of researchers, integrating postgraduates, postdocs and highly experienced research leaders.

In line with the requirements of TU RISE we are seeking dynamic and experienced Research Funding Specialists. The MTU 'Research to Impact' TU RISE project represents a step change in investment in the R&I ecosystem in MTU, and Research Funding Specialists will play a key role in making it a success.

As part of the Research Office team, you will be joining at a pivotal and exciting period for MTU and the professional research management community. Joining the Research Office at this time presents opportunities to develop your career in Research Management, supported by appropriate training. You will contribute to MTU's "Research to Impact Ecosystem" for sustainable and impactful research outcomes.

### Research Funding Specialists - Overview of the role

The Research Funding Specialist will play a crucial role in supporting the University's research endeavours by providing expert guidance on funding opportunities, assisting researchers to develop new grant applications, and ensuring the successful delivery of research proposals and projects. The position offers the opportunity to work closely with various researchers, Research Centers/Groups, Academic Departments, Faculties, and external funders across multiple disciplines in MTU. Research Funding Specialists will facilitate new research opportunities for MTU leading to the submission of competitive grant applications which would not have been realised without their input.

Research Funding Specialists will support an engagement strategy to promote MTU's research proposal development and project management services to the MTU research community and assist with the development of new consortium opportunities. They will work directly with MTU researchers to support the enhancement of grant writing skills and the development of competitive research proposals. Roles and responsibilities may vary depending on varying workloads and changing requirements in the research ecosystem.

The external research funding landscape is complex and dynamic. As a Research Funding Specialist, you may be required to focus on specific elements of pre-award and post-award research funding and/or to assist in the development of specific expertise in National, European or international research funding as required by the University.

Candidates from a wide variety of disciplines (e.g. STEM, Business, AHSS) are encouraged to apply as the Research office supports multiple disciplines on multiple campuses.

Training will be available to develop additional skills and expertise for the delivery of the roles and responsibilities and for own career advancement.

#### **Reporting and location of position:**

On appointment, the successful candidate will report to the Head of Research, under the supervision of a higher grade. The location may be in MTU's Cork or Kerry campus. Please note that the postholder will be required to attend any of MTU's six campuses from time to time, as required. Successful candidates may be additionally required to travel regionally, nationally or internationally.

#### **Main duties and responsibilities will include:**

##### **Funder Insight and Guidance:**

- Stay informed about funding trends, policies, and detailed requirements from funding bodies.
- Provide comprehensive advice to university members regarding research funding opportunities.
- Offer insights into specific funding programs and their suitability for different research projects, helping researchers align with relevant funding opportunities.

##### **Grant Support:**

- Provide advice for researchers in preparing high-quality grant applications.
- Assist in the review and drafting of nonexpert sections of applications and preparing budgets, ethics statements, data management plans, letters of support, etc.
- Review and provide feedback on grant proposals to enhance their competitiveness.
- Liaise with researchers to ensure alignment with funding guidelines
- Advise researchers regarding relevant institutional policies in the pre and post award phases
- Guiding researchers in their engagement with relevant University departments in the post award phase of successful grant applications

**Quality Assurance and Risk Management:**

- Evaluate research proposals for quality, feasibility, and alignment with the University's strategic goals and objectives.
- Mitigate risks related to funding applications by identifying potential issues and proposing solutions.
- Collaborate with other university services to address complex issues as they arise.

**Training and Capacity Building:**

- Develop and deliver training sessions for researchers on grant application best practices.
- Create relevant training materials and use various media to engage diverse audiences.
- Foster a culture of continuous learning and professional development within the research community.
- Reports as required on the performance of the MTU research community to assist the University with strategic decision making.

**Collaboration and Relationship Building:**

- Establish strong working relationships with individual Researchers, Research Centers/Groups, Academic Departments, Faculties, and external funders.
- Encourage participation in cross-functional/interdisciplinary projects that align with the University's research goals.

**Team Engagement:**

- Share expertise, provide support, and contribute to team cohesion.
- Uphold the Research Offices values of teamwork, professionalism, empathy, and trust.

**The successful candidate will have minimum qualifications and experience as follows:**

**Essential:**

- Significant experience in research funding, grant administration, or related roles.
- Familiarity with funding agencies, grant application processes, and compliance requirements.
- A clear understanding of National and/or European research funding mechanisms.
- Experience of working with researchers and research teams.
- Proven ability to work effectively in a deadline-driven environment.
- Ability to convey complex information clearly and concisely.
- Experience in working in multidisciplinary groups and effective team-working.

**Desirable:**

- A relevant third level qualification or have appropriate relevant experience which encompasses equivalent skills and expertise.
- Proficient working knowledge of Microsoft Office.
- Be well-organised and work to strict deadlines, with the ability to manage and prioritise different, and sometimes conflicting workloads.
- Evidence of a strong attention to detail and accuracy.

**Key Skills and Expertise desirable for the role**

- Open to new ideas and continuous improvement.
- Excellent communicator with a positive approach to problem solving.
- Proven ability to consult at all levels of the organisation;
- Exceptional problem-solving and critical-thinking abilities;
- Proven ability to work effectively on own initiative and in a team environment with commitment to personal and professional development;
- Proven ability to maintain data confidentiality of all times;

**Terms of the Appointment**

- Salary Scale - Grade VII €57,675 to €74,979 per annum (includes two long service increments)
- Fixed term Contract to 31<sup>st</sup> December 2027
- Annual leave – 29 days per annum for newly recruited staff

**Additional Benefits:**

- Comprehensive Sick Leave Policy
- Paid maternity leave
- Employment Assistance Programme
- Staff Discount Scheme
- Gym Access (reduced membership cost)

**On site Facilities:**

- On site Car Parking
- On site dining facilities
- On site TFI Bike Sharing Station

**The Interview Process**

If invited to interview, it is likely candidates will be assessed at the interview under the following criteria: Additional criteria may be added for the Interview as the need arises.

- Relevant knowledge and experience
- Leadership Skills
- IT Skills
- Team Working and Organisational Skills
- Communication and Interpersonal Skills

**Important Notes**

- Screening and short-listing only takes place on the basis of information submitted on the application. In addition to the minimum criteria, it may be necessary to introduce further shortlisting criteria. Candidates should note that they may be called for more than one interview.
- Please ensure that full information is given on qualifications and that the information is accurate and corresponds to the original transcript of qualifications.
- Please ensure that those you nominate as referees are contacted by you and will be able to supply a reference without delay if requested.
- The University regrets that it cannot pay expenses for candidates attending interviews for this post or for taking up the position, if appointed.
- Applications received after the closing date will not be accepted.
- Appointments will be subject to Garda vetting.

### **Additional Information:**

A successful candidate will be required to submit a passport, documentary evidence confirming academic qualifications, and to undergo a medical examination. Garda vetting and/or an international police clearance may also be required. References will be sought in relation to successful candidate.

MTU welcomes applications from non-EEA citizens. However, employee permit regulations set by the Department of Enterprise, Trade & Employment must be strictly adhered to. Any appointment offer to Non-EEA candidates is subject to the granting of a work permit by Euraxess Ireland or relevant Immigration permissions/stamp.

Candidates may be required to produce documentary evidence to support any statements made by them on their application form or any supporting documentation.

Candidates should note that any inaccurate information will invalidate their application.

### **Application Process**

Applications by MTU eRecruitment system only. Applications will not be accepted in any other format. Please log on to [www.mtu.ie/vacancies](http://www.mtu.ie/vacancies) to apply for this position.

**Closing date for receipt of completed applications is:**

**1.00 pm on Friday 6<sup>th</sup> September 2024**

For informal enquiries, prior to application, please contact either Dr Niall Smith, Head of Research, by e-mail: [niall.smith@mtu.ie](mailto:niall.smith@mtu.ie) or Hillary Cronin, Research Funding Co-ordinator at [hillary.cronin@mtu.ie](mailto:hillary.cronin@mtu.ie)

The information given in this document is of a general information nature only and should not be taken as contractual.

***MTU is an equal opportunities employer.***