

## **TU-RISE Research Office**

### **Research Project Management Advisor - Grade VI**

**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

TU Rise is co-funded by the Government of Ireland and the European Union through the ERDF Southern, Eastern & Midland Regional Programme 2021-2027.

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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 our Research Office in support of maximising the benefits to all from a coordinated R&I ecosystem. We are looking to recruit support 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.

As part of the Research Office Team, you will be joining at a pivotal and exciting time 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.

#### **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 will be determined by the successful candidate's current location. Please note that the postholder will be required to be flexible to attend any of MTU's six campuses from time to time, as required, in addition to regional and national travel.

## **Overview of the role**

The MTU 'Research to Impact' TU RISE project represents a step change in investment in research and innovation ecosystem in MTU.

In line with the requirements of TU-RISE and MTU's application we are seeking a dynamic and experienced Research Project Management Advisor who will work closely with the research community. The Research Project Management Advisor will advise and support the research community on how to implement project management techniques to support timely and effective delivery of their projects.

The ideal candidate will have a strong background in research management and project execution. Roles and responsibilities may vary depending on varying workloads and changing requirements in the research ecosystem.

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

### **Research Project Planning:**

- Develop a culture of project management which threads through all aspects of the research and innovation lifecycle.
- Provide guidance to research teams on how to establish project plans, timelines, objectives, budgets etc in a manner that is aligned with project management principles.
- Build and maintain positive relationships with project team members and key stakeholders.
- Liaise with research leaders, faculty members, administrators, and other stakeholders to understand project management requirements and expectations.
- Facilitate project management workshops with research teams as appropriate.
- Champion appropriate tools for effective project management.
- Support the development of project risk matrix and mitigation strategies.
- Advise project teams on approaches suitable for compliance with funder reporting requirements.

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

### **Essential:**

- Have obtained at least Grade D3 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied, or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher **or** have appropriate relevant experience which encompasses equivalent skills and expertise

**Desirable:**

- A relevant third level qualification, to include Project Management, or have appropriate relevant experience which encompasses equivalent skills and expertise.
- Proficiency in project management software and tools.
- An understanding of the institutional, national and international developments in research and innovation.
- Experience in convening and coordinating committees and working groups.
- Formal project management experience of delivering projects in line with a project plan, with evidence of success.
- Experience in working in multidisciplinary groups and effective teamworking
- Excellent communication and organizational skills, with a close attention to details.

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

- Ability to work effectively in a rapidly changing environment with an appropriate degree of flexibility.
- Open to new ideas and continuous improvement.
- Excellent communicator with a positive approach to problem solving.
- Exceptional problem-solving and critical-thinking abilities;
- Proficient working knowledge of Microsoft Office;
- Proven ability to work effectively on own initiative and in a team environment with commitment to personal and professional development;
- 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;

**Terms of the Appointment**

- Salary Scale: Grade VI €55,092 to €67,306 per annum (includes two long service increments)
- Fixed term Contract – 35 hours per week
- Annual leave: 27 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.***