## Post Specification (Comp: 0033469)

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Business Development Manager</th>
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<tbody>
<tr>
<td>Post Status:</td>
<td>Full-time Specific Purpose Contract (Approximately 2 Years)</td>
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<tr>
<td>Department/Faculty:</td>
<td>ADAPT, School of Computer Science and Statistics, Trinity College Dublin, the University of Dublin</td>
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<tr>
<td>Location:</td>
<td>The School of Computer Science &amp; Statistics</td>
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<tr>
<td></td>
<td>The O’Reilly Institute</td>
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<td>Trinity College Dublin, the University of Dublin</td>
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<td></td>
<td>College Green, Dublin 2, Ireland</td>
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<td>Reports to:</td>
<td>Associate Director Commercialisation</td>
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<tr>
<td>Salary:</td>
<td>Appointment will be made on the Administrative Officer 1 salary scale at a point in line with Government Pay Policy (€56,758 to €89,015 per annum)</td>
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<tr>
<td></td>
<td>Incremental progression beyond the 3rd point of the Administrative Officer 1 (Schedule B) scale will be contingent upon satisfactory review, under the College’s Procedures for Review at the Merit Bar. Details of the College’s current procedures for review are contained on the Human Resources website <a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a></td>
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<tr>
<td>Hours of Work:</td>
<td>37</td>
</tr>
<tr>
<td>Closing Date:</td>
<td>12 Noon Irish Time 27rd November 2018</td>
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The successful candidate will be expected to take up post as soon as possible.
Post Summary

- The ADAPT Centre for digital content technology, hosted by the School of Computer Science & Statistics, is seeking to appoint a Business Development Manager. This post is responsible for attracting and evaluating potential industrial partners for the ADAPT Centre. The ADAPT Centre has five industrial research areas (spokes) which are driven by commercial requirements of companies.

- The appointee will engage with potential industrial partners, explain ADAPT’s strategic scientific approach and work within a broader commercial team to build partnership between industrial entities and ADAPT’s academic cohort. Sales experience, business development experience, coupled with a knowledge of research cultures is important.

Informal enquiries about this post should be made to by e-mail to: Dr Liam Cronin, Associate Director Commercialisation, (liam.cronin@adaptcentre.ie).

Standard Duties and Responsibilities of the Post

- Attract and develop new industry partners to engage with the ADAPT research programme, through outbound sales activity and personal network development.

- Achieve and exceed sales targets. Manage a sales pipeline to deliver on client acquisition targets, revenue and profitability expectations.

- Generate and qualify optimum leads. Identify optimum leads and the key contacts in target organisations, converting them to opportunities.

- Educate the contact on the merits of ADAPT Research Centre research. Report on sales performance. Accurately track sales activity and deal progress. Formally and informally keep all stakeholders abreast of progress towards targets and milestones.

- Manage and Ensure full support from the ADAPT Commercialisation team (Associate Director Commercialisation, IP Manager, Marketing Manager, Design & Innovations Manager) for maximum industry partner participation and engagement in ADAPT activities.

- Participate in industry events and other relevant forums to promote the strategic objectives of ADAPT and maintain a high-level awareness of ADAPT activities and impact.
- Work closely with the ADAPT IP Manager in negotiating new partnerships, in developing the ADAPT commercialisation strategy, and in its implementation

**Funding Information**
- This position is funded through the Science Foundation Ireland ADAPT Research Centre

**Person Specification**
- While a relevant business or technology related qualification is desirable a proven track record in quota bearing sales roles will be prioritised
- Technology background experience would be a distinct advantage; particularly with experience in one or more of the ADAPT research areas (e.g. Information Retrieval, Personalisation, Digital Content Management, Natural Language Processing, Machine Translation, Machine Learning and Localisation, Data/Knowledge Management)

**Qualifications**
- Candidates appointed to this post should have a post-graduate qualification in business or technology related business, preferably in aspects of business development

**Knowledge & Experience**
- Excellent detail-orientated organizer and negotiator, with positive energy, accountability, strong customer focus, and high degree of resourcefulness. (essential)
- Proven track record in a senior and quota bearing Sales or Business Development role in a B2B environment. A track record of growing a sales channel via new business acquisition (desirable)
- The successful candidate should have a proven track record (5 years+) of strategic planning and successful execution in business development, sales, and marketing in a commercial ICT environment, ideally in an international context. They should also have firm knowledge and experience of the research function in the industry and academic sectors. (desirable)
Skills & Competencies

- Focus on results, not purely activity. Have a high desire to achieve and to win in sales
- Candidates must have at least 5 years of experience in sales. Applicants should clearly address this experience and how they obtained their knowledge in their application.
- Excellent communication and interpersonal skills both written and verbal
- Should possess excellent computer and organisational skills, and the ability to anticipate problems, innovate and deliver solutions
- Proven ability to prioritize workload and work to exacting deadlines
- Flexible and adaptable in responding to stakeholder needs
- Excellent problem-solving abilities and Illustrate, through past examples, their ability to work on their own initiative and resolve problems
- An understanding of the innovation process is essential. The applicant should give examples of involvement in innovation implementation and what the applicant learned from the process

Application Information

In order to assist the selection process, candidates should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application.

- Candidates must have at 5 years’ experience in sales. Applicants should clearly address this experience and how they obtained their knowledge in their application.
- An understanding of the Commercialisation process is essential. The applicant should give examples of involvement in innovation management and sales pipeline management in terms of what the applicant learned from the process.
- Illustrate, through past example, their ability to work on their own initiative and resolve problems.

Please Note:
• Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage.

• Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

ADAPT is Ireland’s global centre of excellence for digital content technology. Led by TCD, and hosted by the School of Computer Science & Statistics, it combines the expertise of researchers at four universities (Trinity College Dublin, Dublin City University, University College Dublin, and Dublin Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations. ADAPT brings together more than 120 researchers who collectively have won more than €100m in funding and have a strong track record of transferring world-leading research and innovations to more than 140 companies. With €50m in new research funding from Science Foundation Ireland and industry, ADAPT is seeking talented individuals to join its growing team. Our research and technologies will continue to help businesses in all sectors and drive back the frontiers of future Web engagement.

Further Information for Applicants

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<thead>
<tr>
<th>URL Link to Area</th>
<th><a href="https://www.adaptcentre.ie/">https://www.adaptcentre.ie/</a></th>
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<tr>
<td>URL Link to Human Resources</td>
<td><a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a></td>
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Trinity College Dublin, the University of Dublin

Trinity is Ireland’s premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University’s establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of
a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed 18 broad-based multidisciplinary research themes that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity’s researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland’s first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity’s researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University’s flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University’s internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity’s campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity’s Library is the largest research library in Ireland and is an invaluable resource to Trinity’s students and research community. Built up over the four centuries of the University’s existence, the Library’s collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library’s holdings
span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe’s only representative in the world’s top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity’s graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

**Ranking Facts**
Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 104th in the world and using the Times Higher Education World University Rankings methodology Trinity is 117th in the world.

Overall

- Trinity is Ireland’s No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.
- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook’s independent analysis.²

Internationalisation

¹ [http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT](http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT)
Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Subject Rankings:

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.
- Trinity’s Top 50 subjects include Nursing (25\textsuperscript{th}), Classics (28\textsuperscript{th}), English (28\textsuperscript{th}) and Politics (43\textsuperscript{rd}).
- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.
- The University is ranked in the top 100 for three broad subject areas: Arts & Humanities (57\textsuperscript{th}), Life Sciences & Medicine (87\textsuperscript{th}), and Engineering & Technology (89\textsuperscript{th}).

Research Themes
The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University’s selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.
**Equal Opportunities Policy**

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity’s Diversity Statement can be viewed in full at [https://www.tcd.ie/diversity-inclusion/diversity-statement](https://www.tcd.ie/diversity-inclusion/diversity-statement).

**Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant’s former Irish Public Service Employer in the first instance.
Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

http://jobs.tcd.ie

If you have any application queries, please contact:

Colette Keleher

Human Resources, House No. 4,
Trinity College Dublin, the University of Dublin

Tel: +353 1 896 3454

Email: Colette.Keleher@tcd.ie