Post Specification (Comp: 034378)

<table>
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<tr>
<th><strong>Post Title:</strong></th>
<th>Executive Director</th>
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<td><strong>Post Status:</strong></td>
<td>Specific Purpose Contract approx. 9 months</td>
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<tr>
<td><strong>Department/Faculty:</strong></td>
<td>ADAPT, School of Computer Science and Statistics, Trinity College Dublin, the University of Dublin</td>
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| **Location:**         | The School of Computer Science & Statistics  
The O’Reilly Institute  
Trinity College Dublin, the University of Dublin  
College Green, Dublin 2, Ireland |
| **Reports to:**       | Director of ADAPT |
| **Salary:**           | Appointment will be made on the Senior Administrative 1 salary scale at a point in line with Government Pay Policy (€117,915 to €151,477 per annum) |
| **Hours of Work:**    | 37 Hours |
| **Closing Date:**     | 12 Noon (GMT) 3rd March 2020 |

The successful candidate will be expected to take up post as soon as possible.

**Post Summary**

The ADAPT Centre, the centre for digital media technology, hosted by the School of Computer Science & Statistics, is seeking to appoint an Executive Director who will drive the mission, vision, culture and strategic objectives of ADAPT and FinTech SPOKE initiative and implementation of the strategies developed. The Executive Director will foster an environment of research excellence and impact where innovation can flourish and enhance the brand and identity of ADAPT. The Executive Director will have responsibilities for leading and managing the effectiveness of the all industry research collaboration, innovation, commercialisation, industry related finance & operations and business development activities appropriate for ADAPT’s scale (with over €100 M) and complexity.
Key deliverables in the role will include:

- Developing strategies for enabling the long-term sustainability of the Centre and delivering ADAPT National and International mandate
- Working with necessary internal and university management and administrative teams to ensure the efficient operation of ADAPT
- Delivering increased industry engagement with committed industry partners and further develop industry to provide a platform for long-term growth

This position has key responsibilities for ensuring the sustainability and growth of Industry/Academic research collaboration, industry funding and commercialisation activities and managing risks regarding the attraction of industry funding across multiple industries over multiple years. This position is responsible for developing ADAPT’s economic impact by developing its industry funding strategy, developing new industry involvement, realising licencing opportunities and directing the ADAPT spinout/commercialisation pipeline. The post will be responsible for managing the commercialisation team, including an IP Manager, Marketing Manager, Commercialisation Development and Design & Innovation Laboratory. The successful candidate will be directly responsible for all industry engagement, both new and existing, with the position being a key member of the ADAPT executive management team, working across all the ADAPT Centre partner institutions.

The Executive Director will be employed by Trinity and will be based primarily in the ADAPT Centre offices in Trinity. The Executive Director will be a key member of the ADAPT Centre Executive team and will report to the ADAPT Centre (Academic) CEO, ADAPT Governance Board and SFI Director of Research Centres. As ADAPT is a collaborative research centre, the position will involve leadership of the collaborative ADAPT partners (e.g. DCU which co-host part of the industry and commercialisation teams). Further to this, the successful candidate is expected to devote 10% of their time to international travel on behalf of ADAPT.

Informal enquiries about this post should be made by e-mail to: Professor Vinny Wade, vinny.wade@adaptcentre.ie
(Administrative) Ms Monica Lechea (administrative contact), monica.lechea@adaptcentre.ie
Standard Duties and Responsibilities of the Post

- Work with the ADAPT (Academic) CEO to develop and enhance the strategic vision, and business planning impact of the ADAPT Centre and to ensure delivery of its stated objectives, with specific business development references to industry engagement and commercialisation.

- Manage and develop industry relationships for ADAPT, deliver increased industry engagement with committed industry partners and further develop industry to provide a platform for long-term growth (ambitious target of 14 million for ADAPT I and 32 million for ADAPT II)

- With the (Academic) CEO, provide leadership for the Institute with specific personal responsibility for managing a large commercialisation team, including an IP Manager, Marketing Manager, Commercialisation Development and Design & Innovation Laboratory (~30 research engineers, project managers, team managers)

- Develop ADAPT’s economic impact by developing its industry funding strategy, developing new industry involvement, realising licensing opportunities and directing the ADAPT spinout/commercialisation pipeline

- Develop industry funding strategy, develop new industry involvement, realise licensing opportunities and direct the ADAPT spinout/commercialisation pipeline

- Direct responsibility for all industry engagement, both new and existing, with the position being a key member of the ADAPT executive management team, working across all the ADAPT Centre partner institutions

- Acting as Executive Director for SFI funded research ADAPT centre with responsibility for the non-research aspects of its delivery – including industry partnerships, IP management and exploitation, communications and outreach and reporting

- With the (Academic) CEO, develop ADAPT national mandate by expanding the membership beyond the funding partners and enlarging the investigator cohort

- Operate an effective governance system – including acting as the Secretariat to the Governance Board, Chairing the Executive Committee, Managing the Executive Group and IP Committee and operational committees within the ADAPT Centre

- Develop and maintain strategic partnership with major stakeholders, including funding agencies, government bodies and senior management across the University
• Line management of staff within the Centre – including administrative, financial, project management, facilities, technical, commercialisation, business development and communications
• Financial management of the Centre including budgeting, planning and reporting
• Identify and support the exploitation of research commercialisation opportunities stemming from ADAPT research
• Support the (Academic) CEO in the identification and exploitation of new funding opportunities
• Implement an effective communications and outreach strategy for the Centre
• Drive the national digital technologies agenda and role of ADAPT within this agenda
• Represent ADAPT nationally and internationally – advocating for the Centre and its PIs
• Work with ADAPT PIs to ensure their research agendas are managed well and are delivering for the ADAPT programme and ensure the continuance and growth of Industry/ Academic research collaboration, industry funding and commercialisation activities
• Support the ADAPT (Academic) CEO in managing day-to-day relationships within the College, Schools, College offices and College operational committees
• Develop strategies for enabling the long-term sustainability of the Centre and delivering the ADAPT National and International mandate
• Work with necessary internal and university management and administrative teams to ensure the efficient operation of ADAPT
• Drive a culture for industry engagement and research impact across the Centre

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

Person Specification

Qualifications
The Executive Director must have 12-15 years executive experience or equivalent. The Executive Director will hold Post-graduate qualification in business or equivalent experience. Technology background experience would be a distinct advantage; particularly with experience
in one or more of the ADAPT research areas (e.g. AI, Information Retrieval, Personalisation, Digital Content Management, Natural Language Processing and Machine Translation).

Knowledge & Experience

The Executive Director:

Essential:

- Have a proven track record (<12 years) of strategic planning for business development, sales, and/or marketing in a commercial ICT environment, ideally in an international context.
- Have firm knowledge and experience of the research function in the industry and academic sectors.
- Capable of developing a focused strategic vision for the commercialisation activities of the centre. Must be able to work with the Centre executive team in building a long-term vision for commercialisation in ADAPT.
- Proven experience in risk management regarding the attraction of industry funding across multiple industry partners over multiple years
- Proven experience of strategic relationship management, negotiation and closure of industry collaboration and commercial partnerships.
- Proven track record in sales excellence and strategic and operational sales management
- A willingness to innovate and implement change.

Desirable:

- Proven track record of strategic financial management and investment decisions
- Experience in digital media innovation, AI technologies and AI-enabled product innovation
- An understanding and appreciation of the IP issues arising in the context of academic research and in particular computer software.
- Experience with digital transformation

Skills & Competencies

- Strong senior leadership skills
• Ability to influence individuals at senior levels including investors, business partners, and governmental officials such as Head of Trinity Research & Innovation, Provost/President, Dean of Research, SFI Director of research centres, C-Level industry officials, Director of Research in ICT in Enterprise Ireland, IDA country partners etc
• Strong analytical skills to assess sales and innovation pipelines and drive future planning
• Proven ability to successfully manage sales, commercialisation and innovation pipeline
• Ability to influence collaboration across academic and industry environments
• Proven ability to drive a culture for industry engagement and research impact
• Ability to represent the Centre internationally in research forums, industry and trade delegations and government agencies
• Ability to decide on appropriate actions, issue directives and monitor subsequent performance. Use dynamic and measured judgment where appropriate
• Excellent written and oral proficiency in English (essential)
• Excellent communication and interpersonal skills both written and verbal
• Should possess excellent computer skills, innovative ideas and solutions, flexibility and the ability to anticipate and provide solutions as they arise
• Excellent organiser, negotiator, with positive energy and accountability, strong customer focus, and high degree of resourcefulness
• Adaptive thinker with broad perspective
• Proven ability to prioritise workload and work to exacting deadlines
• Flexible and adaptable in responding to stakeholder needs
• Enthusiastic and structured approach to research and development
• Excellent problem solving abilities

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 a number of points including the following in their application

• Strong evidence of leading industry business development and commercial engagement
• Strong evidence of strategic leadership in research commercialisation and a comprehensive understanding of research and commercial collaboration between University and Industry.

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.

Further Information for Applicants

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<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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Background on ADAPT
ADAPT is Ireland’s global centre of excellence for digital media technology. Led by Trinity, it combines the expertise of researchers at seven universities (Trinity College Dublin, Dublin City University, University College Dublin, TU Dublin, Maynooth University, Athlone Institute of Technology and Cork Institute of Technology) with that of its industry partners to produce ground-breaking digital content innovations.

ADAPT brings together more than 220 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 research funding from Science Foundation Ireland and industry, ADAPT is seeking talented individuals to join its growing research team. Our research and technologies will continue to help businesses in all sectors and drive back the frontiers of future Web engagement.
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 108th in the world and using the Times Higher Education World University Rankings methodology Trinity is 164th in the world.

Overall
- Trinity is Ireland’s No.1 University in the QS World University Ranking 2019 Academic Ranking of World Universities (Shanghai), 2019

Internationalisation
- Trinity is ranked 16th Most International University in the World.
- Times Higher Education World University Ranking, 2020. Trinity is also the highest ranked university in Ireland.

Employability
- Of Trinity is ranked 1st in Ireland for employer reputation and alumni outcomes.
- QS World University Rankings for Graduate Employability 2020.

Innovation and Entrepreneurship
- Ireland’s most innovative university (Reuters Most Innovative European Universities 2018)
- Trinity is 1st in Europe for producing entrepreneurs for the 5th year in a row (Pitchbook Universities Report 2019)

In the QS World University Subject Rankings:
- Trinity is ranked 13th in Classics and Ancient History.
- Trinity is ranked 28th in English Language and Literature.
- Trinity is ranked 39th in Mineral and Mining Engineering.
- Trinity is ranked 41st in Nursing.
- Trinity is ranked 42nd in Performing Arts
- Trinity is ranked 50th in Pharmacy and Pharmacology.
Trinity ranks in the top 100 in 20 subjects, including those in the 51-100 bracket:

- Computer Science and Information Systems
- Modern Languages
- Theology, Divinity and Religious Studies
- History
- Biological Sciences
- Medicine
- Chemistry
- Geography
- Materials Science
- Education
- Law
- Politics and International Studies
- Social Policy and Administration / Sports Related Subjects

About Trinity College Dublin, the University of Dublin

- Trinity College Dublin, the University of Dublin was founded in 1592
- Trinity has three faculties - Arts, Humanities and Social Sciences, Engineering, Mathematics and Science and Health Sciences
- The city centre campus occupies some 51 acres (including the Trinity Technology and Enterprise Campus)
- There is in excess of 220,000 m2 of buildings, including beautiful historic architecture and state-of-the-art modern facilities
- Students can avail of over 170 societies and sports clubs

Research Themes - [https://www.tcd.ie/research/themes/](https://www.tcd.ie/research/themes/)

- Ageing
- Biomedical Engineering
- Cancer
- Creative Arts Practice
- Creative Technologies
- Digital Engagement
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.

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

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• Strong evidence of strategic leadership in research commercialisation and a comprehensive understanding of research and commercial collaboration between University and Industry.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

http://jobs.tcd.ie

If you have any application queries, please contact:

Daniel Knowles
Human Resources, House No. 4,
Trinity College Dublin, the University of Dublin
Tel: +353 1 896 3333
Email: knowledj@tcd.ie