Job Description

Comp ID: 035351

Job Title: ADAPT International Engagement Manager / Administrative 1

School/Department: ADAPT Centre, Centre for Digital Content Technology, School of Computer Science & Statistics

Job Category and Level: Administrative Officer 1

The Purpose of the Role

The ADAPT Centre is seeking to appoint an International Engagement Manager who can help to develop ADAPT into a critical driver of EU research policy in AI Driven Digital Content Technology related issues and lead a team of administrators and support staff that engages researchers (internal and external, academic and commercial) that allow the centre to play a leading role in research programmes in Europe and the wider international community. The International engagement manager will have responsibility for leading the strategy to achieve 27M€ of international funding over the next 5 years and developing the high level, strategic relationships with research entities outside of Ireland that enable this funding.

The candidate needs not only to deliver funding via grants and grant support but build relationships with key bodies that allow ADAPT to influence policy at the highest level. The ADAPT Centre is seeking to appoint an International Engagement Manager who can help to develop ADAPT into a critical driver of EU research policy in AI Driven Digital Content Technology related issues and lead a team of administrators and support staff that engages researchers (internal and external, academic and commercial) that allow the centre to play a leading role in research programmes in Europe and the wider international community. The International engagement manager will have responsibility for leading the strategy to achieve 27M€ of international funding over the next 5 years and developing the high level, strategic relationships with research entities outside of Ireland that enable this funding.
The candidate needs not only to deliver funding via grants and grant support but build relationships with key bodies that allow ADAPT to influence policy at the highest level.

**Context**

The International Engagement Manager will provide leadership within the ADAPT core team and also to our 85+ academic investigators, 8 institutional partners and national and international agency stakeholders to ensure an appropriate level of engagement, influencing of decisions and continuous improvement of services which will enable success with our available resources and within a volatile and uncertain environment.

While still working as part of a team with responsibility for the delivery of ADAPT’s Non-Exchequer/Non-Commercial funding targets, the international engagement manager will take a high level of leadership responsibility with respect to ownership of the strategy. This includes guiding the ADAPT senior management team, Executive committee and board on the strategy and tactical plan for funding diversification, taking a lead role within the core staff across all functions to design and implement process improvements to optimise operations for success and influencing externally on a national and international context with government departments, agencies and EU committees to ensure ADAPT are appropriately represented within policies and design of funding calls.

The International Engagement Manager will be a vital member of the ADAPT management team reporting to the Head of Research Development as well as the ADAPT Centre Director at TCD for institutional management.

**Main Responsibilities**

This is a list of the tasks, duties and responsibilities for the role.

**Strategic Development & Impact**

- Along with Director and the Head of Research Development, advise the ADAPT Executive Committees as required on how best to position ADAPT within the National and European ecosystem to best influence policies and priorities for funding of AI Driven Digital Content Technology research within Horizon Europe and associated schemes.
• Reporting to the Head of Research Development, the International Engagement Manager will be responsible for designing and driving the Centre’s strategy to secure ADAPT’s Non-Exchequer-Non-Commercial (NE/NC) funding targets of €24M by 2026 and which is aligned to the long-term vision to become an Internationally recognised Centre of Excellence in Digital Content Technology.

• Lead strategic research development initiatives including developing a strategic profile at critical EU committees and engage at a leadership level to drive research policy in areas within ADAPT’s remit. This includes: identify optimum leads and the key contacts in target organizations including National Contact points, SFI, Government Departments, European commission and international funding agencies and develop and implement plan to leverage these relationships to deliver on ADAPT’s NE/NC strategy.

• As part of an annual ADAPT planning process, continuously evaluate the Centre’s funding performance and actively participate in the development of long-term and annual plans for successful delivery of ADAPT Mission and Vision.

Cross-institutional Collaboration

• Along with Head of Research Development Unit, they will be responsible for and lead the Global Diversification strategy for ADAPT and prioritise actions for maximum impact; identification and delivery of new international collaboration and funding opportunities for ADAPT at a Centre and individual PI scale across ADAPT partners (DCU, UCD, TU Dublin, AIT, MTU, NUIM, NUIG). Establish working relationships with key stakeholders in Universities and funding agencies within Europe, US and Asia and the design of networking and brokerage events to foster sustainable collaborations between academic groups.

• Contribute to the development of ADAPT’s cross-discipline, cross-institutional academic research development training programme and management of associated training budget.

• Drive cross-institute, cross-discipline and cross-Theme collaboration across the ADAPT Research Programme by engaging with 85+ cohort of ADAPT’s Investigators across the 8 partner institutions recommending appropriate funding opportunities with a particular emphasis on large opportunities within ERC, and Horizon Europe Consortia and provide input and expertise in the development of successful grant proposals. This includes writing of non-scientific aspects and assistance with the submission process.
• Develop working relationships with funding and research support offices specifically within TCD, UCD, MTU and NUIM as well as with ADAPT international collaborators and leverage ideas with respect to benchmarking and new initiatives for improvements and best practice. Take a lead role in initiatives were appropriate.

• Act as a member of ADAPT’s NENC Committee and Management Committee and work to identify key issues and resolve blockages to the achievement of ADAPTs funding goals including effective relationship management with Research Offices in the ADAPT partner universities including Trinity Research and Innovation office to ensure that research support needs of ADAPT investigators are accommodated and aligned with the goals of the institutions and relevant schools.

• Promote the need for regular, open and transparent communication across all ADAPT, University and external stakeholders to ensure understanding.

Team Leadership

• Along with the Director and the Head of Research Development, the International Engagement Manager will be responsible for leading and managing the day to day operations of the multi-institutional Research Development Team, developing clear work plans, ensuring that their overall activities and goals are aligned to ADAPTs strategic goals.

• As part of ADAPT’s management team collaborate across Business development, program management, communications and operations teams to leverage best practices across all ADAPT functions as appropriate. Identify and implement best practices and a customer focus ethos to the ADAPT International funding support and risk management which is practical under the constraints of a small team working within an uncertain and complex funding landscape.

• Compile and deliver reports on Non-Exchequer funding performance which meet all ADAPT reporting obligations including SFI annual reporting, progress reporting and site reviews.

• Coordinate across ADAPT Investigators and senior management team to ensure the Centre has a strong representation at high profile international conferences and brokerage events. Plan and communicate key objectives and targets from participation in events to convert opportunities into a tangible return for the Non-Exchequer/Non-Commercial strategy.
Funding & Lead Generation

- Optimise the achievement of international funding goals with the limited resources available through collaboration with ADAPT Operations team, relevant offices of the partner universities and National Contact Points for each of the Horizon Europe work programmes.
- Manage the pipeline of ADAPT International funding submission to deliver on annual and ADAPT Phase II targets in collaboration with ADAPT Research Development team members and academic investigators. Identify and propose additional support needs as required to deliver on goals within the constraints of the ADAPT operations budget.
- Oversee a dedicated ERC support programme providing intensive support to ADAPT applicants as well as aiding to plot pathways for high caliber early stage researchers.
- Utilise expert knowledge of existing and emerging national and international research funding landscapes to effectively translate, communicate, extract and exploit a broad range of funding opportunities.
- Provide coaching and support to ADAPT investigators and core team members as required in relation to grant proposal writing and the development of targeted funding plans in support of individual research career development goals.
- Maximise the linkage of researchers to networks (e.g. COST, ETP, etc.) in order to help establish partnerships for proposal
Person Requirements
The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications
- Candidates appointed to this post should have a minimum of 10 years’ experience as a Research Development Officer and a postgraduate qualification in a field relevant to the research areas of the ADAPT Centre, preferably in computer science.

Knowledge
Essential
- Demonstrate an energetic, self-motivated approach and strong willingness to work in a team in an evolving and dynamic work environment.
- Demonstrable knowledge of policy issues in relation to research funding at national and international level.
- Excellent proven track record in developing high value and impact research opportunities including managing and coordinating research funding submissions of scale (>€1M) across a variety of disciplines and institutions to national and international agencies.
- Excellent interpersonal/communication skills and an ability to work effectively with staff and management across all levels, both internally and externally including the ability to communicate complex information clearly, precisely and persuasively
- An excellent understanding of the research funding environment and the suite of funding schemes in Ireland, the UK, Europe and further afield
- Exceptional communication and presentation skills—both verbal and written is required.

Desirable
- The ability to demonstrate the use of project management methodologies and structures, with previous experience of managing multiple projects, ideally across diverse scientific disciplines.
- An understanding of the processes associated with the development, implementation and delivery of research strategy would be very advantageous.
Experience

Essential

● Experience in a similar role developing and delivering international funding and funding diversification strategies

● Demonstrated experience of strategy development and evaluation of performance

● Demonstrated experience of working in a multi-faceted team environment and will work well under pressure and have the ability to work on their own initiative to coordinate efforts across a multitude of research fields and institutions within a dedicated research centre environment.

● Demonstrated experience of influencing within own work area and across the wider institutional community especially senior academic staff and senior external stakeholders.

● Experience in analysing and translating complex information into clearly and persuasively to enable change at policy or organisational level.

Desirable

● Experience of influencing research policy and a national and European level

● Experience of collaborating with industry and academia in preparing project proposals is a distinct advantage. In particular experience in proposal preparation in the areas of ADAPT’s research interests

● Research experience would be an advantage

Skills

● Has excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritize tasks and meet deadlines; be capable of working on own initiative and work under time constraints; Be enthusiastic, flexible

Ability to develop creative solutions to multi-faceted problems. Proven ability to design and implement strategies of engagement and deliver on targets is essential.

● Interpersonal skills - An ability to work within a team and to interact with representatives of industry, academia and public sector organisations as well as colleagues across all departments within the eight partner institutions; demonstrate a strong service focus with the skills to positively influence and negotiate.

● Problem Solving - Proven experience in the effective analysis and synthesis of relevant data, including the evaluation of research outcomes and recommendations; capable of working on own
initiative and able to prioritise tasks and work under time constraints; ability to prioritise and manage a complex and changing workload.

- Demonstrated ability to deliver results to the appropriate quality and timeline metrics. • Critical Thinking & Innovative Approach - Ability to work flexibly and operate strategically within a busy and complex environment, dealing with competing demands in order to produce high quality responses; pay attention to detail and possess a very high standard of accuracy; be highly motivated with proven organisational and administrative skills.

- Exceptional communication and presentation skills—both verbal and written is required. Written skills are of the highest priority for this post as the successful candidate will be expected to contribute to and be aware of research proposal development across a variety of disciplines.

- IT Technology - Highly developed computer skills with use of IT as a driver of efficiency; experience of spreadsheet applications and data manipulation software, website maintenance and social media.

**Personal attributes**

- Ability to coordinate activity across a number of functional areas, assess and mitigate risks appropriately.

- A team player who is self driven and works well with others, especially when under pressure

- Able to build productive working relationships with ease

**Trinity Competencies**

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on ‘how’ tasks are achieved, not ‘what’ is achieved.

Below is a summary definition of the 6 Core Competencies.

<table>
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<tr>
<th>Competency</th>
<th>Summary Definition</th>
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<tr>
<td>1 Agile Leader</td>
<td>Sees the big picture and harnesses opportunities to achieve the University’s goals. Creates clear direction for the future and how to get there.</td>
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<tr>
<td>2 Unlocks Potential</td>
<td>Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.</td>
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3 Service Ethos
Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.

4 Builds Trusted Relationships
Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.

5 Decision-making
Confidently makes timely decisions based on knowledge, evidence and sound judgement.

6 Achieves Results
Delivers results by setting direction, planning, executing and evaluating impact.

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

- Applicants must have at least 10 years of experience in Research Development. Applicants should clearly address this experience and relevant expertise in their application.
- A proven track record of developing successful research proposals is essential. The applicant should provide details of a convincing track record of success.
- Applicants must clearly demonstrate experience in working across multiple research areas and managing and prioritising multiple activities on the fly while still delivering the highest level of quality.
- Demonstrate experience of working to exacting deadlines and performance indicators to ensure success of the wider organisation.

Further Information
Informal enquiries about this post should be made to Professor Vinny Wade vincent.wade@tcd.ie