



Job Description

Comp ID:	035389
Job Title:	Head of Research Strategy & Integration / Senior Administrative 3
School/Department:	ADAPT Centre, Centre for Digital Content Technology, School of Computer Science & Statistics
Job Category and Level:	Senior Administrative Officer 3

The Purpose of the Role

The key purpose of the role is to ensure that ADAPT's Research Programme and Operational functions are aligned with, and contribute to, the achievement of the ADAPT Centre's overall strategic goals and objectives. A central responsibility of this role will be management of the inter-institutional collaboration and the management across the eight Higher Education Institutions (Trinity College Dublin, Dublin City University, University College Dublin, Technological University Dublin, Maynooth University, Munster Technological University, Athlone Institute of Technology, and the National University of Ireland Galway) spanning a multitude of research fields with 85+ academics (Principle Investigators and Funded Investigators).

The Head of Research Strategy & Integration will have specific responsibility for instigating new activities, devising new policies and managing the Centre's performance and informing future actions and directives at a Programme level. The role will be responsible for developing and implementing an effective Research strategy to achieve ADAPT's ambitious KPIs and targets for SFI but also in competition with other SFI Research Centres. As a senior position, the Head of Research Strategy and Integration will be required to operate fluidly across institutional barriers in devising, customising and delivering ADAPT research programmes.

The Head of Research Strategy & Integration will provide leadership of the ADAPT's core Research Programme Management team as well as academic investigators, and devise and manage processes for

the successful integration of ADAPT's new academic partners (NUIG, MTU, AIT, MU) in the ADAPT Research Programme and broadening ADAPT's research activities across new multidisciplinary fields.

This senior role will be responsible for the coordination and development of ADAPT's research across and within the research strands of the centre. This position is responsible for

- I. developing and managing the overall ADAPT research strategy and plan which integrates research activity across the centre & partner institutions,
- II. overseeing the research resources (including the Strand Research teams as well as ADAPT research infrastructure) which represents approximately €100M euro of research funding from different funding bodies (SFI, EU, EI, Industry)
- III. the coordination of approx 300 research staff (academics, postdocs, PhD students and research engineers) and the performance management of research activity against ADAPT's research plan and Key Performance Indicators.

Context

ADAPT's research vision is to pioneer new forms of proactive, scalable, and integrated AI-driven Digital Content Technology that empower individuals and society to engage in digital experiences with control, inclusion, and accountability with the long term goal of a balanced digital society by 2030. ADAPT is pioneering new Human Centric AI techniques and technologies including personalisation, natural language processing, data analytics, intelligent machine translation, human-computer interaction, as well as setting the standards for data governance, privacy and ethics for digital content.

In order to achieve ADAPT's ambitious vision, mission and KPIs a Head of Research Strategy and Integration is required to take on the responsibility for the overall leadership and management of ADAPT's research plan and integration strategy across eight partner universities.

The Head of Research Strategy & Integration will be a vital member of the ADAPT's senior executive leadership team reporting directly to the ADAPT Centre Director. The Head of Research Strategy and Integration will also be responsible for the reporting of ADAPT's performance on a quarterly basis to the principal funding body (SFI) as well as overseeing the ADAPT's Annual Report. The role is also responsible

for managing the biannual ADAPT SFI review which comprises an international review of ADAPT performance over the previous two years.

To assist in carrying out these key leadership duties, the role will have a team of operational staff directly reporting to them covering such areas as research management, administration and education & public engagement.

Main Responsibilities

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

Strategic Leadership

- Develop and manage a comprehensive, inclusive strategic plan and growth strategy to ensure the successful integration of ADAPTs new and existing academic partner institutions and disciplinary research fields
 - Oversee the integration and performance of the ADAPT Centre research and manage the operational support teams so as to ensure performance, integration and international impact.
 - Manage and contribute to horizon-scanning initiatives to enable ADAPT to identify and strategically react to new research opportunities
 - Manage the integration across institutions which is a key requirement for ADAPT as an SFI Centre
 - Maximise the impact of the Centre (economic, scientific and societal) which is fundamental to the success of the Centre
 - Establish and review key strategic priorities and translating them into a comprehensive strategic plan to enable ADAPT to reach its ambitious KPIs and targets for SFI
 - Manage the key relationship between ADAPT and its primary research funding funding agency (SFI) at Executive level as well as strategic management and International Review
 - As part of an annual ADAPT planning process, continuously evaluate the Centre's performance and actively participate in the development of long-term and annual plans for successful delivery of ADAPT's Mission and Vision
 - Implement ADAPT's research strategy and ensure that the research programme and operational functions are aligned with Centre's strategic objectives and meet the needs of key stakeholders.
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Research Programme integration, implementation and governance

- Responsible for and lead the research & integration strategy for ADAPT and prioritize actions for maximum impact; Identification and delivery of new collaboration opportunities for ADAPT at a Centre and individual PI scale across ADAPT partners (DCU, UCD, TU Dublin, AIT, CIT, NUIM, NUIG). Including establishing working relationships with key stakeholders in Universities and the design of networking and brokerage events to foster sustainable collaborations between academic groups
 - Hold Executive responsibility for the research integration strategy for NUIG, MTU, AIT, MU into ADAPT's research programme
 - Responsible for the coordination and leadership of large cross-functional research programmes and projects including organisational change, infrastructure and large IT programmes and projects
 - Drive cross-institute, cross-discipline and cross-strand collaboration across the ADAPT Research Programme by engaging with 85+ cohort of ADAPT's Investigators across the 8 partner institutions
 - Develop working relationships with institutional support offices specifically within NUIG, MTU, AIT and MU as well as with ADAPT international collaborators and leverage ideas with respect to benchmarking and new initiatives for improvements and best practice. Taking a lead role in initiatives were appropriate
 - Promote the need for regular, open and transparent communication across all ADAPT, University and external stakeholders to ensure understanding.
 - Research, Identify, Model, Evaluate and plans for new growth opportunities and make recommendations on new opportunities to the Senior Leadership Team
 - Stay abreast of key trends in ADAPT research areas and talent development needs and identify opportunities to grow the ADAPT talent and research pool
 - Provide hands on oversight and work closely across multiple functional areas (Operations, Development, Finance, and Communications) to achieve cohesive execution of new growth initiatives
 - Motivate the team to deliver and continually improve the organization's overall research activities and the quality of research outputs to increase ADAPT's national and international reputation as a leading research centre in multimedia technologies
 - Delivering high quality project outputs, reporting all outputs to the highest levels in national and international agencies & relevant government departments
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- Managing interfaces to all key stakeholders
 - Develop formalised research plans to include; delivery timelines, budgetary/resource management and research integration approach

Team Leadership

- Responsible for leading and strategically managing the operations of the multi-institutional Research Coordination and EPEs Team, develop clear work plans, ensuring that their overall activities and goals are aligned to ADAPT's 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.
- Compile and deliver reports on KPI 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 research integration strategy.

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 must have a minimum of 8 years research management experience, including strategic planning, team leadership and research management across both commercial and academic environments.
- Candidates must have deep knowledge of SFI research centre operations, metrics, and management.
- A PhD or equivalent industry experience in a relevant scientific discipline is highly desirable.

Knowledge

Essential

- Proven track record of successful strategic problem solving and strategy development of research activity and research management
- Proven experience & expertise in reporting to and liaising with senior executive governance eg at Director level, Governance Board levels as well as external funding agency executive,
- Proven experience and knowledge of several of the key ADAPT Technology areas i.e. AI & Language Technologies, Personalisation & Human Computer Interaction and Data Governance & Ethics.

Experience

Essential

- Significant experience in the leadership of research management with particular emphasis on strategic management and data driven performance management.
- Experience in managing and coordinating multiple operational teams across multiple organisations or academic institutions
- Experience managing and coordinating multiple academic stakeholders and a proven track record of success in achieving results in an academic environment
- Proven ability to articulate a research vision (such as ADAPT's), and the ability to align strategy and operations to that vision in support an overall strategy
- Experience in managing and motivating teams and in harnessing talent across the organisation to achieve the business's ambitious growth goals.

Desirable

- Proven track record in successfully driving and managing large scale organisational change including changes in structures, processes and systems.

Skills

- Excellent communication skills, proven ability to manage inter-institutional challenges and operational teams, preferably in a research context.
- Proven negotiation and collaboration skills in devising, designing and implementing cross-discipline and institutional collaboration
- Excellent interpersonal skills including communications, listening and negotiation skills and the ability to understand the needs of multiple stakeholders and build support for change.

- Strong research management acumen and business judgement, with a track record of delivering success in multi disciplinary areas related to AI and Content Technologies.
- Proven ability to articulate a research vision (such as ADAPT's), and the ability to align strategy and operations to that vision in support an overall strategy
- Excellent interpersonal skills with the ability to network, build relationships and engage effectively with, and influence, stakeholders at all levels of seniority.

Personal attributes

- Self-directed and resilient, taking personal responsibility for the delivery of objectives and overcoming challenges.

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.

	Competency	Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	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.
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 8 years research management experience, including strategic planning, team leadership and research management across both commercial and academic environments. Applicants should clearly address this experience and how they obtained their knowledge in their application.
- Applicants should indicate key reasons why they believe their experience and achievements to date would uniquely enable them to drive ADAPT's progress in its research vision and international leadership (<https://www.adaptcentre.ie/research/>).

Further Information

Informal enquiries about this post should be made to vincent.wade@adaptcentre.ie and cc' monica.lechea@adaptcentre.ie.