

Post Specification

Post Title:	Research Assistant in ITN Programme Management
Post Status:	Specific Purpose Contract (18 months)
Department/Faculty:	School of Medicine / ADAPT Centre Trinity College Dublin, the University of Dublin
Location:	Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Prof Mark Little/ Prof Dave Lewis
Salary:	Appointment will be made at a salary commensurate with experience according to the IUA salary scale (€27,880 to €37,286)
Hours of Work	37 hours per week
Closing Date:	12 Noon on 30 th June 2022

The successful candidate will be expected to take up post on 1 Aug 2022 or as soon thereafter as possible.

Post Summary

The Research Assistant (RA) will assist with managing two Horizon 2020 Innovative Training Network projects in conjunction with the School of Medicine and ADAPT Centre under the direct guidance of a senior project manager. The post holder will be located in ADAPT (with some remote working opportunities as desired) and will be responsible for the day-to-day implementation of the two programmes, including, but not limited to: communication with the early stage researchers (ESR) and consortium, providing support in the organisation of training events and seminars, preparation of management deliverables and financial and progress reports, liaising with the recruiting universities with regards to employment contracts and progress of PhDs and the organization of training secondments. With the two Coordinators, 29 ESRs, 21 academic partners in 8 countries, 11 industry partners and 62 planned secondments, the post holder will enable effective communication within the two consortia, between the different hosting institutions, the Research Executive Agency and with other partners.

The two training networks are called **HELICAL** and **PROTECT**. HELICAL stands for “Health Data Linkage for Clinical Benefit” and incorporates a consortium of 14 beneficiaries and 13 partner organisations

across Europe with a total budget of €4.05m. It is led by Prof Mark Little. Its main goal is to link healthcare record, environmental, genomic and proteomic data in the setting of autoimmune disease in three scientific work packages. Cross cutting these is a work package focused on data governance, which places this cutting-edge research firmly in the new GDPR era. The PROTECT project (led by Prof Dave Lewis) also focusses on issues of personal data, specifically how to balance the impact on rights and interests of individuals, arising from its large-scale and continuous analysis, with the benefits to the economy and society arising from rapid innovation such analysis affords. This €3.7m network will deliver multidisciplinary training with Law, Technology Ethics and Knowledge Engineering researcher leaders across 7 beneficiaries and 5 partner organisations, via a structured research programme exploring the boundaries between these three fields.

Further Information

Informal enquiries about this post should be made to Prof Little or Prof Lewis.

Standard duties and Responsibilities of the Post

The post holder is responsible for the following across the two ITNs:

- Reporting to the European Commission and being the point of contact for all project operations including the consortia, School of Medicine and ADAPT Centre management teams, HR, finance, communications;
- Monitoring of expenditure and providing guidance on eligibility of major cost options to beneficiaries (e.g. family allowances);
- Responsibility for the coordination, planning, implementation and reporting of project events including: training seminars and workshops, seminar week, conferences and management committee meetings. Evaluating the success and learnings from these events
- Assemble data for, and report on, dissemination, communication and training activities;
- Coordinating the preparation and signing of legal agreements for ESR secondments. Facilitating and monitoring the implementation of secondments, the quality of the secondment experience;
- Developing and maintaining the content of projects' websites and social media channels; liaising with users on the content and format for enhanced user-experience.
- Engagement in strategic sustainability planning of the ESR training and career development practices across the ADAPT Centre, within the Schools of Medicine and Computer Science and for future Marie Curie funding proposals.
- Researching, collating, organising and editing material for inclusion in reports/documents.
- Responding to complaints and escalated issues, and resolving problems involving consortium members.

Funding Information

- European Commission through the Horizon 2020 programme.

Person Specification:

Qualifications

- Candidates must have a BSc degree or equivalent in a relevant discipline.
- A PhD and/or a track record of research would be advantageous.

Knowledge & Experience

Essential:

- The ideal candidate will have demonstrated experience of working in a multi-faceted team environment. They will work well under pressure and have the ability to work on their own initiative.

Desirable

- Experience working with PhD students and their supervisors.
- Experience in managing research secondments.
- Experience of managing and/or coordinating Industry-Academic research projects.

Skills & Competencies

The successful candidate will have:

- excellent, interpersonal, communication and presentation skills – both written and verbal;
- The ability to act as an effective deputy in the absence of manager(s), with discretion to make decisions with a short-term impact to provide immediate support/problem resolution.
 - A consistently high degree of personal responsibility and initiative will be required to respond independently to queries. The candidate will be able to respond independently to queries and use judgement and initiative to deal with daily unforeseen problems and circumstances, with limited guidance.
 - Ability to manage competing priorities and maintain high level of professionalism when working under pressure;
 - Discretion and professional approach to all activities;
 - Ability to work flexibly and effectively as part of a team and to engage with multiple-disciplinary research community;
 - The ability to identify long-term solutions to a problem using knowledge and experience;

- Resourceful / conscientious and self-motivated individual with a 'can do attitude' – ability to see tasks through to completion;
- Excellent IT skills including experience with MS Excel, Word, Access, powerpoint, outlook etc.

Application Information

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.

1. Applicants should clearly address research management experience and how they obtained their knowledge in their application.
2. Illustrate, through past example, their ability to work on their own initiative and resolve problems.

Application Procedure

Candidates should submit a cover letter together with a full curriculum vitae to include the names and contact details of 2 referees (email addresses if possible) to:

<https://forms.gle/fnNkzEZ8Y9JLmyzb8>

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EMPLOYER**

Further Information for Candidates

URL Link to Area	www.tcd.ie/medicine/thkc/research/chronic.php/ https://www.adaptcentre.ie/research/managing-the-gl obal-conversation/ https://helical-itn.eu/about-us/ https://protect-network.eu/
URL Link to Human Resources	

Trinity College Dublin, the University of Dublin

Trinity is Ireland's leading university and is ranked 108th in the world (QS World University Rankings 2020). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation.

Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Trinity is ranked as the 17th most international university in the world (Times Higher Education Rankings 2020) and has students and staff from over 120 countries.

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 [19 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. Trinity is also home to 5 leading flagship research institutes:

- Trinity Biomedical Sciences Institute (TBSI)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Translational Medical Institute (TTMI)
- Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
- Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is the top-ranked European university for producing entrepreneurs for the past five successive years and Europe's only representative in the world's top-50 universities (Pitchbook Universities Report).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of

every book published in Ireland and the UK. At present, the Library's holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals.

With over 120,000 alumni, Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

Rankings

Trinity is the top ranked university in Ireland and ranked 108th in the world (QS World University Rankings 2020). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 18 subjects (QS World University Rankings by Subject 2020). Full details are available at: www.tcd.ie/research/about/rankings.

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 Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/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://dbei.gov.ie/en/What-We-Do/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.