**Vacancy ID**
016242

**Contract Type**
Specific Purpose – Expected Minimum Duration 24 Months

**Location**
Midlands Campus

**Reporting to**
Dr. Niall Murray (Senior Lecturer Dept. of Computer & Software Engineering).

**Competition Type**
Open Competition

**Introduction**
Technological University of the Shannon: Midlands Midwest is Ireland’s third technological university and home to 14,000 students and a staff complement of approximately 2,000 people, full-time and part-time, across six campuses in Athlone, Limerick, Thurles, Clonmel, and Ennis.

Established on October 1, 2021, TUS has a strong regional focus and will be a key driver of development and investment across the Midlands and Midwest. The new networked university, linked by the River Shannon, borders on almost half of Ireland’s 26 counties and will provide unprecedented levels of access to higher education.

We are committed to developing a contemporary and vibrant technological university - a higher education at that reflects the educational and economic needs of our region and communities we serve. The new technological university will connect knowledge creation with industry partnerships to grow and support collaboration. The technological university will be the home of academic leaders, knowledge creators and cutting-edge researchers who will positively affect people's lives now and in the future.

TUS has a significant research track record eXtended Reality, Multisensory Multimedia and Quality of Experience within the Faculty of Engineering & Informatics in the midland’s campus. The team now includes more than 20 MSc/PhD students in addition to postdoctoral researchers and Faculty from Dept. of Computer & Software Engineering. We are an interdisciplinary research team regularly collaborating with domain experts from health, education, tourism, smart manufacturing, cultural and creative sectors. Researchers in TUS play key roles in the Science Foundation Ireland Adapt Centre for AI enabled Digital Content Technologies, the Confirm Centre for Smart Manufacturing as well as the Enterprise Ireland COMAND Technology Gateway.

**The Role**
This role is Research Projects Officer. The successful candidate will manage administrative aspects of research projects within the team at TUS. We are looking for a team player who will apply analytical, scientific and administrative expertise to these projects. The appointee will be responsible in part for the delivery of key performance matrices as defined in designated research projects. The appointee will coordinate with the research team to complete projects within allotted timelines and budgets, as well as address project issues and escalate complex issues to management. The appointee will perform day-to-day administrative support to team members and
address any administrative based team issues that may arise promptly. Where applicable, the candidate will develop and enforce research policies and procedures.

The position could involve work on specific areas of service provided by or within the TU, involving the application of interpreted policy under general supervision only, to specific cases and the making of recommendations on a particular course of action.

The position will involve regular contacts with students, staff, the public, organisations, collaborative partners, industrial clients, stakeholders and individuals at all levels where discretion, tact, courtesy and judgement would have to be constantly exercised. The role will involve supporting staff in research, collection and collation of complex material and the preparation of reports and submissions.

Good knowledge and skill in the use of information and excellent communication will be required. Appointees will be expected to use new techniques and technologies as they arise.

The appointee will be required to provide administrative support to ensure the successful implementation of a range of national and EU projects and deliverables. The appointee may be required to act as primary contact for client/collaborative partner communications which include the following activities;

- Reporting: project progress, status, and issues if any to client/PI/collaborative partner on regular basis.
- Participate in team meetings to discuss project status and issues and implement effective management processes to deliver progress in a timely fashion.
- Monitor project progress regularly and report the same to PI and customers, collaborative partners, funding bodies and other stakeholders as required.
- Informing and advising project partners on financial and administrative rules, while ensuring the conformity with the relevant procedures.
- Supporting project PI’s in planning, producing, collecting and reviewing the deliverables and outcomes to ensure their timely delivery.

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<th>Qualifications/ Experience</th>
<th>Essential:</th>
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<td>Candidates must:</td>
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<td>- have the requisite knowledge, skills and competencies to carry out the role. Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service;</td>
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<td>- be capable and competent of fulfilling the role to a high standard;</td>
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<td>- have obtained at least Grade D3 or H6/O6 in five subjects in the Leaving Certificate Examination (higher, ordinary, applied or vocational programmes) or equivalent or have passed an examination at the appropriate level within the QQI qualifications framework which can be assessed as being of a comparable to Leaving Certificate standard or equivalent or higher or have appropriate relevant experience which encompasses equivalent skills and expertise;</td>
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<th>Desirable:</th>
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<td>- Have obtained at least a Level 8 degree in Engineering or Science.</td>
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<td>- Experience in project events and activities organisation.</td>
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<td>- Experience in monitoring of projects and the timely reporting and delivery of all project commitments to stakeholders.</td>
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<td>- Experience in successfully collaborating with interdisciplinary teams.</td>
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<td>- Have experience in European and/or large national project coordination, management and reporting.</td>
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<td>- Experience in project management with teams across multiple sites and disciplines.</td>
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<td>- Experience in reports development and coordination with funding bodies at national level using funder portals.</td>
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<td>- Experience in operation of project management tools (e.g. guides, templates, etc.) where applicable.</td>
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**Experience in the compilation of technical and non-technical reports from project partners and ensure they are submitted to the awarding body in a timely and accurate manner. Work with team and project partners to resolve funding body requests and requirements.**

**Competencies Required**

- Team Leadership
- Judgement, Analysis and Decision Making
- Management and Delivery of Results
- Interpersonal and Communication Skills
- Specialist Knowledge, Expertise and Self Development
- Drive and Commitment to Public Service Values

Competencies will be informed by best practice Public Appointment Service competency frameworks for the Irish Public Service available [here](#).

**Principal Duties and responsibilities**

Duties included but not limited to:

- Ensuring partners/ stakeholders comply with the terms and conditions of the award set out by the funding body. Facilitate meetings and operated processes in order to support and implement project compliance and metric delivery to a high standard.
- Ensuring national, international, technical and non-technical staff are aware of these terms and conditions and comply with them fully. Ensure all stakeholders involved in the project are given accurate, relevant and timely information which will allow targets and deliverable to be met.
- Ensuring that clear deadlines and deliverables are adhered to.
- Tracking all project related costs in collaboration with TUS research finance team in distribution and transfer of funding, keeping records on spending and preparing financial reports for project funders and auditors.
- Schedule project meetings: prepare agendas and circulate reference materials for the meetings and writing the minutes. Participate in monthly technical meetings with the core project team.
- Engaging in communication tasks related to the projects as well as the management of online channels.
- Providing support in proposal writing for follow-up research initiatives, assisting technical staff with procurement and tenders
- Supporting the project team members in their day-to-day communication, management and scientific activities.
- Working closely with other academic and industrial partners, and travel to external meetings as required.
- Promotional and marketing activity coordination.
- Aiding in project development from concept to delivery of final reports.

**Superannuation**

This is a pensionable post. Specific details of the scheme will be dependent on the successful appointee’s individual status and therefore such details will be provided at the time of appointment.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether 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.

**Hours**

37 hours per week (net of rest breaks)

**Annual Leave**

27 days per annum
| Salary | €49,532 – €60,513  
New entrants will join the scale at point 1. Level on scale dependent on funding availability and experience and will also be market-driven and discipline-related. The rate of remuneration may be adjusted from time to time in line with Government pay policy. |
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| Contact Details | The Human Resources Department Technological University of the Shannon: Midlands Midwest  
Email: hr@ait.ie  
For informal enquiries about the position, please contact Dr Niall Murray, Senior Lecturer, Dept. Computer & Software Engineering: nmurray@research.ait.ie |
| Additional Information | In addition to the minimum qualifications, it may be necessary to introduce further shortlisting criteria. Therefore, candidates may be shortlisted based on qualifications and suitable experience, based on details given on the application form.  
We welcome applications from all suitably qualified individuals regardless of gender, civil status, family status, sexual orientation, religion, age, disability, race, or membership of the traveller community.  
TUS staff who wish to apply must apply via the ESS system. Only on-line e-recruitment application forms will be accepted.  
TUS is an equal opportunities employer, working towards creating and sustaining an inclusive environment which promotes equality, embraces diversity and is committed to work-life balance policies for all. |
| Personal Data | All personal data provided will be handled in accordance with the Data Protection Policy and Privacy Statements. |