



## Job Description

<b>College</b>	UCD College of Science
<b>School/Unit</b>	UCD School of Biomolecular and Biomedical Science
<b>Post Title</b>	Research Programme Officer
<b>Project</b>	BEACON SFI Research Centre
<b>Post Duration</b>	Temporary part-time (3 years) (0.5 FTE)
<b>Reports to</b>	BEACON Research Funding Manager
<b>HR Reference No.</b>	010670
<b>HR Administrator</b>	Ciarán Carey

### Position Summary

BEACON Bioeconomy Research Centre is seeking a Research Programme Officer to assist in the coordination of the Centre's research and research funding activities.

BEACON is a newly established Science Foundation Ireland Research Centre performing both blue skies and industry focused research to build and support the development of Ireland's Bioeconomy. It brings Ireland's leading researchers from across a range of disciplines including biotechnology, systems and synthetic biology, chemistry, chemical and bioprocess engineering, agri-food, agriculture, animal and human nutrition, marine and social sciences. BEACON is funded by Science Foundation Ireland (SFI) and industry partners. The centre is led and administered by UCD and represents a collaboration between University College Dublin, Trinity College Dublin, Teagasc, National University of Ireland, Galway and University of Limerick and a variety of domestic and international industry partners.

BEACON addresses key interrelated research questions for the valorisation of complex agri-food residues and marine resources to value added chemicals and polymers. The centre's research programme consists of two cohesive topics or "spokes" in the areas of Agri-Food and Marine research, which are built around three enabling technologies or "platforms" which focus on selective separation, biological and chemical conversion and sustainability.

Reporting to the Research Funding Manager, the Research Programme Officer will support the BEACON Operations and Management team and assist BEACON investigators and collaborators to apply for and manage research funding.

### Salary range: €40,000 – €50,000 per annum pro rata

Appointment on the above range will be dependent on qualifications and experience and in line with UCD HR salary regulations.

### Principal Duties and Responsibilities

- Identify funding calls complementary to BEACON's strategic research objectives and promote these internally within BEACON
- Build a network of national and international contacts and partners in order for BEACON researchers to join consortia and coordinate projects



- Work closely with the BEACON partner institutions, including their Research Offices. Collaborate with other institutions' administrative teams on multi-institutional proposals to ensure parallel development of project proposals and timely submission to the funder
- Provide local advice and support for proposal structure and budgets
- Oversee and contribute to the writing of the non-scientific elements of applications being submitted from BEACON researchers. Assist with the submission of grant proposals.
- Develop appropriate templates to enhance the efficiency and effectiveness of proposal preparation
- Maintain information on local infrastructure and supports and a knowledge base of national and EU policies relevant to proposal areas.
- Actively contribute to BEACON funding information sessions and PhD and postdoctoral training events
- Work closely with the BEACON team to provide BEACON industry partners with information on research funding opportunities
- Provide effective post-award supports focusing on project mobilization and provision of administrative support, and reporting to the funding agency
- Maintain a thorough knowledge of current trends in the bioeconomy and a deep understanding of the state-of-the-art research work being carried out in the Centre.
- Other duties and responsibilities as appropriate to the position, to be assigned by Research Funding Manager from time to time.

### **Selection Criteria**

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

#### Mandatory

- Qualified to degree level
- Proven ability to work effectively as part of team, meeting challenging targets and deadlines under pressure and in a demanding environment
- Demonstrated experience of working with researchers across all career levels
- Strong attention to detail
- Ability to work independently, with excellent organisational and time management skills
- Demonstrated experience in relevant grant proposal coordination and management, especially in areas related to the BEACON research programme
- Familiarity with the research funding environment in Ireland, Europe and further afield
- Excellent communication and presentation skills – both verbal and written. Written skills are of the highest priority for this post as the successful candidate will be expected to contribute to research proposal development
- Experience in developing and managing budgets
- Excellent interpersonal/communication skills and an ability to work effectively with staff and management across all levels, both internally and externally
- Ability to prepare and present comprehensive up-to-date reports for the BEACON Operations Team on funding pipeline, research trends and metrics

#### Desirable

- A postgraduate qualification

- A broad understanding of the bioeconomy including an appreciation for the needs, priorities and associated challenges of industries in the field
- Experience of stakeholder management including industry, university and other relevant stakeholders
- Experience of research administration in relation to FP7/Horizon 2020
- Experience in the post award ramp-up and mobilisation of awards and with ongoing reporting to funding agencies

## Further Information for Candidates

### Supplementary information

The University:	<a href="http://www.ucd.ie/aboutucd.htm">http://www.ucd.ie/aboutucd.htm</a>
The College:	<a href="http://www.ucd.ie/science/">http://www.ucd.ie/science/</a>
SFI:	<a href="http://www.sfi.ie">www.sfi.ie</a>

### Relocation Expenses:

- Will not apply
- Will be applied in accordance with the [UCD Relocation Policy](#)

### Garda Vetting required:

- NO**
- YES** – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the [UCD Garda Vetting Policy](#)

### Informal Enquiries ONLY to:

Name:	Dr. Jennie Rothwell
Title:	BEACON Research Funding Manager
Email address:	<a href="mailto:jennie.rothwell@beaconcentre.ie">jennie.rothwell@beaconcentre.ie</a>

### *Eligibility to compete and certain restrictions on eligibility*

<b>Incentivised Scheme for Early Retirement (ISER):</b>	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
<b>Department of Health and Children Circular (7/2010):</b>	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to complete in this competition.

<p><b>Collective Agreement - Redundancy Payments to Public Servants:</b></p>	<p>The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.</p>
<p><b>Declaration:</b></p>	<p>Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate’s right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
<p><b>Superannuation and Retirement:</b></p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”).</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p><b>a. Pensionable Age</b> - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p><b>b. Retirement Age</b> - Scheme members must retire at the age of 70.</p> <p><b>c. Pension Abatement:</b></p> <ul style="list-style-type: none"> <li>• If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.</li> <li>• Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007  <p>The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).</p> </li> <li>• Ill-Health-Retirement  <p>Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.</p> </li> </ul>	

**d. Prior Public Servant** - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

**e. Pension Accrual** - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**f. Pension-Related Deduction** - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.