



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

## Job Description

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<b>Job Title:</b>	Research Manager/Research Unit Head
<b>School/Department:</b>	School of Computer Science and Statistics
<b>Job category &amp; level:</b>	Professional, Administrative & Support; Administrative Officer 1 (to bar)

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### The Purpose of the Role:

The School of Computer Science and Statistics (SCSS) invites applications for the position of Research Manager/Research Unit Head. Working under the direction of the School's Director of Research, the Research Manager will play a key role in realising the School's research development aims and developing the School's national and international funding portfolio. They will be active in opportunity identification and promotion, networking activities and will support staff in preparing and submitting research proposals. Particular emphasis will be placed on securing non-exchequer funding, especially Horizon Europe. The Research Manager will also work on developing and implementing the School's research strategy.

The successful candidate will also manage the School's Research Unit. The School's Research Unit is responsible for dissemination of information in respect of research funding opportunities and for assisting staff with research proposal development and proposal approval process. All research submissions from the School and its Research Centres require School approval prior to submission to College and the relevant research funding agency. The School's research revenue is over €8 million annually. In addition, the School's Research Unit manages the School's research ethics approval process, maintains all research related data including research publications and outputs, supports the School's Research and Research Ethics Committees as well as any other research related tasks that may arise.

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### Context:

The Research Manager/Research Unit Head will be provided with opportunities to work with members of the Trinity Research Development Office (RDO) and Trinity Innovation, in order to become familiar with the range of duties, projects and procedures related to securing different types of research funding and building partnerships. The Research Manager will also liaise with other College service providers (e.g., Contracts Office, Finance Service Division etc) to ensure that researchers are aware of the relevant offices to be contacted and procedures to be followed in relation to interactions with various research sponsors.

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## **Main Responsibilities:**

### **Strategic Research Funding Development**

- Lead, collaborate and operationalise the development and implementation of the School's research strategy.
- Develop and implement strategies to secure research funding in alignment with the School and College's research goals.
- Collaborate with faculty, research centres and research teams to align research proposals with the School and College's long-term strategy.
- Analyse and maintain research performance data of the School and encourage and aid researchers to become more research active in line with College strategy.
- Maintain a detailed understanding of all aspects of international and national programs relevant to the remit of researchers in SCSS and maintain a knowledge base of national and EU policies relevant to proposal areas.
- Identify national and international funding calls complementary to SCSS strategic research objectives and promote these internally with researchers.
- Identify opportunities for researchers to coordinate projects and help establish the best partners for consortia
- Oversee and contribute to the writing of the non-scientific elements of applications being submitted and maintain local information on facilities that could be made available.
- Provide support to researchers from funding application up to contract signature liaising with the RDO and the Contracts Office as required.
- Manage relations with Ireland's national contact points for all EU activity and appropriate Irish agencies in relation to research strategy needs.

### **Research Programme Management**

- Lead and manage multiple research projects, ensuring objectives are met on time and within budget.
- Develop, implement, and monitor the research programme's work plans, ensuring alignment with College and School strategic goals.
- Liaise with Principal Investigators (PIs) and senior researchers to ensure effective delivery of research outcomes.

### **Budget and Resource Management**

- Provide local advice on budgets, proposal structure and development and liaise with colleagues in the Research Development Office (RDO) to ensure both consistency of advice and that College procedures are followed.
- Oversee the preparation, submission, and tracking of research programme budgets, including grant proposals, expenditures, and resource allocation.
- Manage and allocate resources effectively, ensuring research projects are adequately staffed and funded.
- Provide training and workshops to researchers on best practices for securing and managing funding.

### **Team Management**

- Lead, supervise, and motivate a team of administrative staff in the Research Unit to ensure that all tasks are conducted efficiently and effectively. Carry out probationary reviews, manage annual leave and performance manage members both individually and as a Research team so that they are equipped to provide the best service for SCSS staff and students.
- Manage the Research Unit, its professional staff, and develop their skills and competencies.
- Foster a collaborative, positive and productive team environment.
- Conduct regular meetings to delegate tasks, provide guidance and track progress.
- Ensure team members are adequately trained and proactively identify additional training requirements for continuous professional development.

### **Compliance and Risk Management**

- Ensure that research activities comply with College, ethical, and regulatory standards.
- Identify and manage risks associated with research projects and mitigate any challenges that may arise.

### **Reporting and Communication**

- Prepare and present regular reports on programme progress to the SCSS Executive, senior management, stakeholders, and funding bodies.
- Ensure transparent communication of research outcomes and programme achievements.
- Develop and write research related publicity material including press releases, website materials, newsletters, outreach materials and annual reports.

### **Continuous Improvement**

- Identify and implement process improvements to enhance efficiency and effectiveness in managing research programmes.
  - Stay updated on best practices, emerging trends, and new funding opportunities in the research field.
  - Carry out any other research development related duties as outlined by SCSS Director of Research, Head of School or School Manager.
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## Person Requirements

### Qualifications

- A primary degree, ideally in a discipline in Science or Engineering, and a PhD or a postgraduate (research) degree - *essential*

### Knowledge

- An understanding of the process of writing successful applications for research sponsors - *essential*
- A good understanding of the research funding environment in Ireland, Europe and further afield - *essential*
- Ability to develop and maintain budgets, provide summary reports of expenditure as required - *essential*
- Advanced knowledge of Microsoft Office, e-mail and the web - *essential*

### Experience

- At least three years' relevant experience in work related to EU programmes and/or other research programmes, preferably those related to the fields of remit for SCSS - *essential*
- Experience in developing and managing budgets - *essential*
- Demonstrable experience in people management/leadership - *essential*
- Experience of working/responding independently and dealing with unforeseen problems and circumstances - *desirable*
- Experience of managing and working collaboratively with multiple stakeholders - *desirable*
- Experience of working in the Higher Education Sector – *desirable*

### Skills

- Organisational Ability: Excellent organisational and task management skills together with the ability to work on a number of tasks simultaneously. Have the ability to prioritise tasks and meet deadlines; be capable of working on own initiative and have the ability to prioritise tasks and work under time constraints. Enthusiastic, flexible and willing to work outside usual office hours when required. Ability to develop creative solutions to multifaceted problems - *essential*
- Conscientious: A pro-active approach to work, anticipating and resolving problems in advance. Attention to detail - from anticipating and addressing issues in advance to understanding requests and delivering quality work with minimal errors - *essential*
- I.T. skills: Competency in Microsoft Office, in particular Word, PowerPoint, Excel Experience of web technology (e.g. webinars, podcasts etc) and social media including X/Twitter and LinkedIn *desirable*. Ability to continuously upgrade IT competence - *essential*
- Customer Focus: Customer service skills are *essential*
- Exceptional communication and presentation skills, both verbal and written - *essential*

## Personal Attributes

- **Motivated:** displays a positive 'can-do' attitude, is committed to the post, what it seeks to achieve and wishes to contribute to its development.
- **Initiative:** takes initiative to suggest changes for improvement and remains solution focused.
- **Professional:** Maintains high professional standards in the delivery of customer and stakeholder needs.
- **Attention to detail:** detail focused and possessing a very high standard of accuracy.
- **Flexibility:** can operate flexibly within a busy work environment, can shift focus when required, willing to work outside normal office hours when required.
- **Team Player:** ability to work effectively as part of a team in a busy work environment.

## Application Information

In order to assist the selection process, applicants should submit a Curriculum Vitae and a Cover Letter (Maximum 2x A4 page) that specifically address the following points in their application.

- Applicants must have at least three years' experience of research and/or research development as well as having knowledge of the challenges facing the research funding environment in Ireland and Europe. Applicants should clearly address this experience and how they obtained their knowledge in their application
- An understanding of the research process of writing successful application for research sponsors is essential. The applicant should give examples of involvement in competitive research proposal writing indicating the scale of budget involved, the outcome and what the applicant learned from the process.
- Illustrate, through past example, their ability to work on their own initiative and resolve problems.

### Please Note:

- Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage.
- Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

## Further Information

Informal enquiries about this post may be made to Professor Marco Ruffini, Director of Research, at [marco.ruffini@tcd.ie](mailto:marco.ruffini@tcd.ie), or Céara O'Connor, School Manager, at [ceara.oconnor@tcd.ie](mailto:ceara.oconnor@tcd.ie)

## 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	<b>Agile Leader</b>	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	<b>Unlocks Potential</b>	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	<b>Service Ethos</b>	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	<b>Builds Trusted Relationships</b>	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	<b>Decision-making</b>	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	<b>Achieves Results</b>	Delivers results by setting direction, planning, executing and evaluating impact.

