

## **Project Support Officer (Elevate), Irish Research Council**

Applications are invited for the post of Project Support Officer (Elevate) in the Irish Research Council. It is intended that the successful candidate would be in place for a period of 22 months from July 2015 (subject to satisfactory performance in the initial 6 months and the continuation of funding from EU Commission) and would report to the Director. This post would be suitable for someone who would relish the challenge of working in a demanding research funding environment and would be comfortable interacting and working with a wide range of stakeholders nationally and internationally, including research performing organisations, the European Commission and other research agencies in Europe. It is an Executive Officer position.

### **The Irish Research Council**

The Irish Research Council, while established as a sub-board of the Higher Education Authority, operates as an autonomous body, and was established through a merger of the Irish Research Council for Humanities and Social Sciences (IRCHSS) and the Irish Research Council for Science, Engineering and Technology (IRCSET) in March 2012. The Irish Research Council supports excellent research of social, cultural and economic significance by providing funding across all disciplines for Masters and PhD scholarships and Postdoctoral Research Fellowships. The Council also funds PI-led research with an Arts, Humanities, Social Science and interdisciplinary focus, as well as participating in a range of EU-funded projects, including GenderNet, NORFACE and HERA. A strong advocate for professional career development, the Irish Research Council enhances the provision of highly skilled human capital in Ireland by funding the best and the brightest researchers.

### **Elevate**

The Council has been awarded funding by the European Commission Marie Curie Programme to co fund a Postdoctoral Fellowship Scheme with an international mobility element. The aim of this initiative, entitled *Elevate*, is to allow Irish based experienced researchers who have gained most of their research experience in Ireland to obtain a research mobility and career development Fellowship, which will allow them to carry out research at an international host organisation of their choice in any country outside of Ireland. The programme is the largest of its kind in monetary terms awarded to Ireland to-date under Marie Curie. It has featured two Calls and the awarding of a total of 45 Fellowships.

### **Job Description**

The purpose of the post is to provide day-to-day administration support to the Projects Manager and the wider IRC in relation to the Elevate work programme. This will include:

- Assisting with the development of a survey of Elevate Fellows and implementation of same.
- Collation of survey and other Elevate data and assistance with the analysis of data
- Organisation of networking events and opportunities for Elevate Fellows
- Dissemination of information on research career progression for participating Fellows
- Updating and maintaining the IRC's information systems on Elevate participants and their post-Fellowship career progression
- Assisting the Projects Manager with the review of the Elevate programme, to include organising consultation and review meetings with key stakeholders
- Assisting in drafting of reports, file notes and other material associated with the review of Elevate and the development of a long-term strategy
- Maintaining up-to-date electronic and other files on Elevate work packages
- Assisting with project liaison and reporting on Elevate to the European Commission.
- Researching and gathering data to support the preparation of a new Co-Fund application to EU-Marie Curie in 2015
- Other duties as required on an ad-hoc basis (e.g. preparation of reports, statistics and other materials relating to the Council as requested by the HEA, Department of Education and Skills or external bodies),
- Representing the Irish Research Council at meetings and events as requested.

**Reporting to:** Director of the Irish Research Council or her nominee

## **Requirements**

- Experience in administering funding schemes, preferably in the area of research
- Some understanding of EU research activities and programmes desirable
- Ability to work to tight deadlines within a fast-moving environment
- Good communication skills (verbal and written)
- Project management skills (including event management)
- Good IT skills (in particular MS Excel and MS word).

**Duration of contract:** July 2015 – April 2017. This is subject to a 6 month probation period and the continuation of funding from the EU Commission.

**Salary-** The post will be remunerated at the level of civil service Executive Officer.

**Hours per week** - 34 <sup>3</sup>/<sub>4</sub> subject to revision. Flexi-time is available.

**Location** – The role will be based at the Irish Research Council Office, Brooklawn House, Shelbourne Road, Dublin 4, Ireland.

Further information on the work of the Irish Research Council available on [www.research.ie](http://www.research.ie)

**Applications** no later than Wednesday 29 April 5pm (GMT)

By post to Mr. Padraic Mellett, Head of Corporate Affairs, Higher Education Authority, Brooklawn House, Shelbourne Road, Dublin 4, Ireland.

Or e-mail to [recruit@hea.ie](mailto:recruit@hea.ie)

Informal queries relating to this position should be submitted to [recruit@hea.ie](mailto:recruit@hea.ie)