



Coláiste Aonad Bainistíochta	Leas-Uachtarán um Thaighde, Nuálaíocht agus Tionchar UCD
Scoil Aonad	Taighde UCD
Teideal an Phoist & Réimse Ábhair (más ábhartha)	Bainisteoir Maoinithe Taighde AE
Tréimhse an Phoist	5 bliana
Grád	Oifigeach Riaracháin Sinsearach IV
Scála Tuarastail	€71,444 - €113,435
Cnuasach Poist agus Leibhéal Gairme	Bainistíocht agus Riarachán Taighde & Nuálaíochta – Leibhéal Gairme 6
Uimhir Thagartha don Ghrádú Poist	2025-03-018
Bainisteoir Líne	Ceann Seirbhísí Taighde Réamhdhámhachtana
Uimhir Thagartha an Chomórtais	019992
Riarthóir Acmhainní Daonna	Qiong Zhang
Costais Athlonnaithe	Ní bhaineann
Grinnfhiosrúchán an Gharda Síochána	Ní bhaineann
Iarratais agus Dáta Deiridh	https://www.ucd.ie/workatucd/jobs/
Incháilithe do Chead Oibre	Níl

Achoimre ar an bPost:

Is í UCD an ollscoil is mó in Éirinn atá dírithe ar thaighde, agus pobal acadúil éagsúil aici a chomhoibríonn le comhghleacaithe agus le comhpháirtithe i mbreis is 200 tír ar fud an domhain. Is í an eagraíocht cheannródaíoch, go náisiúnta, í le haghaidh taighde atá maoinithe ag AE, lena n-áirítear dámhachtainí móra ó Chomhairle Taighde na hEorpa agus cuibhreannais mhórsála Horizon Europe. Ina lár, cruthaíonn [Taighde agus Nuálaíocht UCD](#) na coinníollacha chun go n-éireoidh le taighde den scoth, ag neartú cháil agus seasamh na hOllscoile mar chomhpháirtí iontaofa le haghaidh comhoibrithe agus infheistíochta.

Tá Seirbhísí Taighde Réamhdhámhachtana mar chuid den Aonad Taighde agus Nuálaíochta in UCD; cuireann an fhoireann tacaíocht speisialaithe ar fáil chun tacú le tograí taighde agus iad a chur isteach. Trí chomhpháirtíocht dhlúth le pobal taighde UCD, tá sé mar aidhm ag an bhfoireann a n-iomaíochas agus a rath a fheabhsú maidir le maoiniú taighde náisiúnta, AE agus idirnáisiúnta a fháil.

Agus iad ag tuairisciú go díreach do Cheann Seirbhísí Taighde Réamhdhámhachtana, beidh ról lárnach ag Bainisteoir Maoinithe Taighde AE maidir le straitéis UCD a chur chun cinn ar mhaithe le maoiniú taighde AE a uasmhéadú faoi Chláir Chreat agus Neamhchreat AE araon. Agus iad ag obair le hardleibhéal neamhspleáchais agus ceannaireachta, déanfaidh sealbhóir an róil maoirseacht ar sheirbhísí tacaíochta réamhdhámhachtana AE, atá deartha chun cur isteach tograí iomaíocha ardchaighdeán a threisiú agus timpeallacht nuálach agus fiontraíochta a chothú ag an am céanna.

Déanann an fhoireann bainistíocht ghníomhach ar phunann clár comhoibríoch, lena n-áirítear arratais mhóra maoinithe faoi Chláir Chreat an AE. Áirítear leis seo, mar shampla, Horizon Europe Pillar I MSCA DN, COFUND, Pillar II Clusters, and Pillar III EIC. Beidh Bainisteoir Maoinithe Taighde AE freagrach as na struchtúir tacaíochta riachtanacha a fhorbairt chun na cláir seo a sheachadadh go héifeachtach.

Ina theannta sin, déanfaidh Bainisteoir Maoinithe Taighde AE maoirseacht ar rianú agus tuairisciú spriocanna, chomh maith le feabhsuithe próisis a thosú agus a chur i bhfeidhm. Agus iad ag obair go dlúth leis an mBainisteoir Sinsearach, tógfaidh agus coinneoidh an ceapaí caidrimh láidre le geallsealbhóirí seachtracha, lena n-áirítear gníomhaireachtaí maoinithe, eagraíochtaí comhpháirtíochta, agus grúpaí abhcóideachta, chun seasamh UCD maidir le beartas taighde agus nuálaíochta a léiriú agus a chur chun cinn.

Principal Duties and Responsibilities:

Leadership and Resource Management:

- Oversee the ongoing operations of the EU Research Funding team, effectively prioritising work to meet demanding deadlines and varying workload volumes
- Act as the line manager for team members, including those recruited periodically by the institution to support the development of specific research funding streams
- Enhance capacity building of research managers and administrators across UCD Colleges, Schools and Institutes for research managers and administrators by providing advisory support and development programmes, enabling them to deliver stronger support for EU collaborative funding programmes
- Provide strategic leadership and advice to the research community regarding all pre-award activities required for pipeline development

Strategy Development and Pre-award Supports:

- Lead the development of strategy and planning for future EU Framework Programmes and associated initiatives
- Lead the design, delivery and optimisation of the provision of EU researcher centric services
- Develop and maintain a robust pipeline of potential EU funding opportunities (e.g. Horizon Europe Pillar II Clusters, Pillar I MSCA DN, COFUND) proactively identifying and engaging researchers to maximise participation in competitive calls
- Manage the effective design and utilisation of proposal supports and resources, including call topic identification and analysis, budget preparation, non-scientific content support, proposal review and feedback and administrative support

EU R&I Policy Engagement and Advocacy:

- Establish and maintain strong networks with relevant EU institutions, advocacy groups, and key stakeholders to represent and advance UCD's position on research and innovation policy
- Represent UCD in key external to identify new opportunities for the University, work in partnership with our international networks (e.g. Una Europa, CESAER, U21 and EARMA).
- Monitor EU policy developments relevant to research and innovation, providing insights and strategic recommendations to the Research and Innovation management team on emerging European initiatives
- Develop and draft position papers and briefings to effectively communicate UCD's perspectives and contribute to shaping the EU funding landscape, support internal decisions and inform future programmes.
- Serve as the primary point of contact for EU collaborative funding mechanisms, liaising with the European Commission and national and international agencies that support EU funding (e.g. Project Officers, National Contact Points etc.)

Service Delivery, Process Improvement, and Reporting:

- Work with other teams and units to develop and enhance post-award supports for EU funded projects
- Ensure seamless coordination and transition between pre-award and post-award activities, facilitating effective handovers to maintain continuity in research project support and compliance
- Prepare accurate and timely reports for internal and external audiences
- Establish systems to measure and report relevant service delivery metrics
- Provide advice and support to the Research and Innovation management team

- Lead, develop and implement improvements to systems and processes and support roll out of Research and Innovation initiatives throughout the university
- Perform other related duties as assigned

95 Senior Administrative Officer IV)2010 Salary Scale: €71,444 - €113,435 per annum

Appointment will be made on scale and in accordance with the Department of Finance guidelines.

Details on eligibility to compete and pension information is available at

<https://www.ucd.ie/hr/resourcing/eligibilitytocompete/>

About University College Dublin

University College Dublin (UCD) is one of Europe's leading research-intensive universities and Ireland's largest university, with a vibrant community of over 39,000 students and 4,000 staff from more than 152 countries. UCD combines a rich academic heritage with a global outlook, fostering innovation, creativity, and excellence across teaching, research, and public engagement.

Situated on a beautiful, parkland campus at Belfield, UCD offers a dynamic and inclusive environment where ideas flourish and collaboration thrives. As a world top-1% university, UCD is recognised for its impact on society - from groundbreaking research and sustainable innovation to nurturing future leaders across all disciplines.

Joining UCD means becoming part of a community that values excellence, integrity, diversity, and collaboration. Staff enjoy exceptional professional development opportunities, a supportive and flexible working culture, and the chance to contribute to meaningful work that shapes the future locally and globally.

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from applicants from all backgrounds, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy. Learn more about Diversity at <https://www.ucd.ie/workatucd/diversity/>

Reasonable accommodations will be provided to any applicant during the interview process who discloses they have a disability or are neurodiverse.



Benefits of Working at University College Dublin

Working at University College Dublin offers a wide range of benefits designed to support staff wellbeing, professional growth, and work-life balance. Employees enjoy flexible and family-friendly working arrangements, including hybrid work options, job sharing, and generous leave policies. UCD provides a strong pension scheme, income protection, and travel-related savings such as tax-efficient commuter and cycle-to-work plans. Staff have access to professional development opportunities through LinkedIn Learning, study leave, and structured career progression frameworks. The university fosters an inclusive and supportive community, offering wellbeing programs and employee assistance services, while the Belfield campus provides excellent facilities, discounts, and sports amenities. Overall, UCD promotes a positive, balanced, and development-focused working environment.

More details can be found here: [Benefits - Work at UCD](#)

Selection Criteria

UCD has a Job Families Framework and this role is part of the **Research & Innovation Management and Administration Job** and aligns with **Career Level 6**. Further details on the functional and core competencies outlined in the Job Families Framework are available at <https://www.ucd.ie/hr/promotionsgrading/jobfamilies/>

Mandatory:

Experience and Qualifications

- 7-10 years' professional experience working in a research and innovation management/ administration related role in either a large organisation or a 3rd level institution and a 3rd level qualification (post-graduate qualification is desirable)
- Expert knowledge and experience of the EU funding landscape with thorough knowledge of EU framework programmes and expertise in the areas of proposal supports and proposal development with an emphasis on the collaborative funding mechanisms such as Horizon Europe Pillar I MSCA DN, COFUND, Pillar II Clusters and Pillar III EIC
- Expert knowledge of the research funding environment
- Candidates must demonstrate how they can positively contribute to fostering an inclusive environment and a level of awareness of equality, diversity and inclusion.

Functional Competencies

- **Research Environment – Proficiency Level 4:** An exceptional understanding and ability to influence the internal and external research environment at national and international scale. This includes: the role of universities in research, relevant policy, sources of funding, internal organisation structures, bibliometrics, and economic/technology trends.
- **Proposal Support - Proficiency Level 3:** An excellent knowledge of the different stages of proposal development from opportunity identification to the close of calls. This includes understanding calls, developing and implementing supports, developing research development campaigns, managing calls, reviewing and advising on proposals.
- **Post Award Programme Co-ordination – Proficiency Level 2:** A strong knowledge of operational management concepts particularly in relation to the implementation of research programmes. This includes directly delivering support to academics, and managing the interface with other units (or external suppliers) to ensure service delivery to the programme.
- **Targeted Research & Innovation Skills – Proficiency Level 2:** Knowledge and application of specialised expertise in research relevant areas including for example: Impact, Data Management, Open Access, Gender in Research Dimension.

Core Competencies

- **Organisational Awareness – Proficiency Level 4:** Demonstrates an advanced understanding of UCD in its entirety, including governance structures and regulations along with an extensive understanding of the Higher Education Landscape in which UCD operates.
- **Managing Change – Proficiency Level 3:** Considerable ability to take a positive approach to tackling work and embracing change, foster an environment of innovation and ensure appropriate stakeholder involvement and engagement in change projects.
- **Building Relationships – Proficiency Level 4:** Excellent ability to build effective working relationships both internally and externally, to encourage cooperation and collaboration in others and foster partnerships to achieve results.
- **Working Strategically – Proficiency Level 2:** Significant ability to support the alignment of the School/Unit/College objectives with the University's goals and objectives. Communicates UCD's vision and new strategy in ways that gains the support of others. Sees opportunities across different areas of activity and proactively connects the dots.
- **Leading People – Proficiency Level 2:** Has proven experience in aligning and building effective teams and influencing others in a positive way. Works effectively with senior management and with the University's academic and business communities, mentors, motivates and guides others towards achievement of goals.
- **Managing Stakeholders – Proficiency Level 3:** Capability to understand the importance of stakeholder

engagement, to respond to stakeholder needs, manage expectations and develop and maintain strong working relationships with internal and external stakeholders.

Desirable:

- Postgraduate qualification
- Experience of line management and team leadership
- Understanding of the policy environment for research and innovation nationally and internationally

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2030: Breaking Boundaries	https://strategy.ucd.ie/
UCD Research and Innovation:	https://www.ucd.ie/research/
Research Programmes:	https://www.ucd.ie/research/portal/meettheteam/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/

Informal Enquiries ONLY to:

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