



|                                              |                                                                                         |
|----------------------------------------------|-----------------------------------------------------------------------------------------|
| <b>Coláiste   Aonad Bainistíochta</b>        | Oifig an Chláraitheora agus an Leas-Uachtaráin UCD                                      |
| <b>Scoil   Aonad</b>                         | Líonra Gairmeacha UCD                                                                   |
| <b>Teideal an Phoist &amp; Réimse Ábhair</b> | <b>OIFIGEACH FORBARTHA GAIRMEACHA TAIGHDE in (0.5 FTE)</b>                              |
| <b>Tréimhse an Phoist</b>                    | 3 bliana Sealadach páirtaimseartha (0.5 FTE)<br><br>(Painéal 12 mhí – Buan & Sealadach) |
| <b>Scála Pá</b>                              | €52,519 - €67,129                                                                       |
| <b>Grád</b>                                  | Oifigeach Riaracháin II                                                                 |
| <b>Cnuasach Poist agus Leibhéal Gairme</b>   | Oibríochtaí Acadúla & Cláir agus Gairm Bainistíochta Leibhéal 3                         |
| <b>Uimhir Thagartha don Ghrádú Poist</b>     | 2024-12-052                                                                             |
| <b>Bainisteoir Líne</b>                      | Ceann Foirne Gairmeacha Taighde                                                         |
| <b>Uimhir Thagartha an Chomórtais</b>        | <b>020167</b>                                                                           |
| <b>Riarthóir Acmhainní Daonna</b>            | Nicole Johnston                                                                         |
| <b>Costais Athlonnaithe</b>                  | Ní bhaineann                                                                            |
| <b>Grinnfhiosrúchán an Gharda Síochána</b>   | Ní bhaineann                                                                            |

### Achoimre ar an bPost:

Is ionad gairme forásach é Líonra Gairmeacha Belfield UCD atá lonnaithe ar champas Belfield le comhsuíomh ag Scoil Iarchéime Ghnó Michael Smurfit. Tá ár bhfoireann dhíograiseach paiseanta faoi fhorbairt gairme agus infhostaitheacht mac léinn agus taighdeoirí agus táimid anois ag lorg OIFIGEACH FORBARTHA GAIRMEACHA TAIGHDE féinspreagtha agus díograiseach chun páirt a ghlacadh linn agus difríocht a dhéanamh go sonrach d'eispéireas an Taighdeora Luathghairme in UCD.

Mar OIFIGEACH FORBARTHA GAIRMEACHA TAIGHDE, beidh tú ag obair le Bainisteoirí Gairmeacha Taighde agus sa Chomhairleoir Gairme agus Scileanna (Taighdeoirí Céime) chun tacú le mic léinn taighde iarchéime agus le baill foirne iardhochtúireachta araon ina ngairmeacha agus ina bhforbairt scileanna, ionas gur féidir leo ar deireadh gairmeacha sa saol acadúil agus ar fud earnálacha a phleanáil agus a fhorbairt i gcomhréir le Tionchar 2030, straitéis Taighde agus Nuálaíochta na hÉireann. Is éard a bheidh i gceist leis sin leibhéal láidir feasachta eagraíochta, tuiscint ar an gCreat Gairmeacha Taighde agus solúbthacht chun oibriú ar fud na n-aonad laistigh de UCD (e.g. Staidéar Iarchéime, Taighde UCD agus Daoine Acmhainní Daonna agus Forbairt Eagraíochtúil).

Agus tú ag obair leis an Stiúrthóir nó leis an ainmní, beidh tú freagrach as taighdeoirí a chur i dtreo tacaíochtaí atá ann cheana, as a bpróifílí a oiriúnú go cuí le haghaidh maoiniú nó iarratais ar phoist, as taighdeoirí alumni agus bunachar sonraí earcaitheoirí taighdeoirí a bhainistiú agus as tacú leis an gcumarsáid agus leis an straitéis meán sóisialta d'fhoireann Gairmeacha Taighde UCD. Cuirtear ár seirbhísí gairme taighdeora ar fáil duine le duine agus i suíomhanna grúpa do mhic léinn taighde iarchéime agus do bhaill foirne taighde iardhochtúireachta. Léireoidh tú sárscileanna cumarsáide agus beidh tú in ann dul in oiriúint do riachtanais taighdeoirí aonair, earcaitheoirí/cistithe trasearnála agus páirtithe leasmhara inmheánacha agus seachtracha eile a bhféadfá casadh orthu. Ní mór taithí a bheith agat maidir le seirbhís ardchaighdeán a sholáthar do chustaiméirí.

**Principal Duties and Responsibilities:**

- Supporting one-to-one and group careers work with Early Career Researchers (e.g. triage meetings to signpost appropriate existing supports for graduate research students and Postdoctoral researchers, small-group workshops?)
- Maintaining an alumni researcher and researcher recruiter database. This will involve relationship building and ongoing interaction with stakeholders interested in researcher development and recruitment.
- Supporting the communications and social media strategy for the UCD Research Careers team. This will involve collating information from relevant channels to communicate directly with researchers and other stakeholders and being familiar with maintaining a useful and relevant social media presence.
- Maintain, develop and disseminate an understanding of the Early Career Researcher landscape in Ireland, and internationally, becoming familiar with European groups and organizations established to improve the stability and viability of researcher careers (e.g. Eurodoc, Euraxess, Marie Curie Alumni foundation, Vitae)
- Develop an understanding of potential funders and employers, recruitment procedures, labour market trends and opportunity awareness for Early Career Researchers
- Assist in organisation of Early Career Researcher careers events (e.g. researcher induction events, alumni round-table series)

**General duties as part of the wider Careers Network team**

- Engage with relevant professional associations e.g. Association of Higher Education Careers Services (AHECS), Graduate Futures Institute, Careers Advisors for Researchers in Europe (CARE)
- Assist in organisation of UCD Recruitment Fairs
- Other duties as determined by UCD Director of Career Development and Skills or nominee

**Particular to this position:**

This is 0.5FTE position, specific working hours can be discussed and agreed.

**Salary Scale: 95 Admin Officer li\_2010 (0173\_X) €52,519 - €67,129 (Pro rata at 0.5fte)**

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/>

UCD is committed to creating an inclusive environment where diversity is celebrated and everyone is afforded equality of opportunity. We welcome applications from everyone, 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.

---

### Selection Criteria

UCD has a Job Families Framework and this role is part of the Academic & Programme Operations and Management Job Family and aligns with Career Level 3. 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

- An honours degree (NFQ level 8) in any discipline
- 3-4 years' professional experience working in a higher education environment or a large organisation
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda

##### Functional Competencies:

- Support, Guidance and Advice (Strong customer service ability, particularly in relation to providing support, guidance, and advice to UCD researchers. Significant ability to evaluate effectiveness of interventions and recognize when additional intervention or escalation is required
- Business Analysis : Significant experience of translating researcher requirements into solutions as well as the ability to document processes and procedures and write reports.
- Data Management Significant knowledge of best practice in data management and data governance.
- Operational Resilience Maintain stamina and performance in everyday tasks, act effectively under pressure and demonstrate commitment in the face of a changing environment.
- Technical Acumen Strong ability to apply technical knowledge and skills to accomplish tasks effectively and to identify and apply new developments to enhance service provision to researchers.

##### Core Competencies

- Communicating Effectively: Ability to engage in written and oral communication that is clear, unambiguous, transparent, and consistent with UCD's Values, to convey and share information and ideas with others, listen carefully, clarify understanding and consider different viewpoints.
- Taking Initiative: Ability to make suggestions for improvements in own work area and acts early to address and resolve problems and find solutions.
- Service Focus and Innovation: Ability to understand and anticipate customer needs, acting to provide a high-quality product and service to meet expectations of all internal and external stakeholders.
- Planning & Organisation: Ability to plan and organise own work effectively, set clear priorities and ensure deadlines are met and to organise activities, separate and combine tasks to deliver outputs according to a clear timeframe to realise School/Unit/College/University objectives.
- Organisational Awareness: Ability to demonstrate an understanding of UCD in its entirety, including governance structures and regulations.

- Building Relationships: Ability to build effective working relationships within own area and more broadly, to encourage cooperation and collaboration in others and foster partnerships to achieve results.

**Desirable:**

- Experience of working in a researcher-focused environment
- Experience in communications/ marketing (e.g. working with a social media strategy)
- A Graduate Diploma/Masters degree in Guidance and Counselling, Career Coaching, Human Resource Management

**Supplementary information:**

|                                         |                                                                                               |
|-----------------------------------------|-----------------------------------------------------------------------------------------------|
| The University:                         | <a href="https://www.ucd.ie/">https://www.ucd.ie/</a>                                         |
| UCD Strategy:                           | <a href="https://strategy.ucd.ie/">https://strategy.ucd.ie/</a>                               |
| The College/Management Unit:            | UCD Office and the Registrar and Deputy President                                             |
| The School/Programme Office/Unit:       | UCD Careers Network                                                                           |
| Equality Diversity and Inclusion at UCD | <a href="https://www.ucd.ie/workatucd/diversity/">https://www.ucd.ie/workatucd/diversity/</a> |

**Informal Enquiries ONLY to:**

|                |                                                             |
|----------------|-------------------------------------------------------------|
| Name:          | Naoimh O'Connor                                             |
| Title:         | Research Careers Team Leader and Career & Skills Consultant |
| Email address: | naoimh.oconnor@ucd.ie                                       |