

Research & Innovation Management and Administration– Career Level 1

Role Purpose

Provides a high level of customer service and support to colleagues and others on a single service or process, or across various processes. The tasks are generally routine and supervisory support is always available.

Educational Qualifications & Experience

Typically, 1-2 years' professional or customer services experience working in either a large organisation or a third level institution and/or a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem solving - Solves problems and responds to routine queries by following working practices and procedures or by seeking guidance where needed. Supervisory support is always available.

Decision Making - Makes routine decisions e.g. order in which to complete tasks, deciding when support/assistance is required, or when to escalate a matter to a more senior colleague.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. Works as part of a team engaged in similar work.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-1-A

Core Competencies
Indicative Core Competencies & Proficiency Levels (PL)

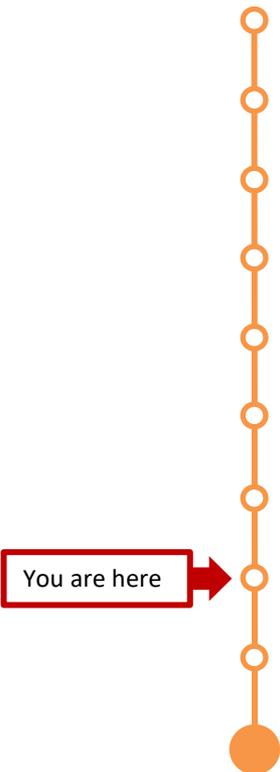
- Project Management (Proficiency Level 1)
- Organisational Awareness (Proficiency Level 1)
- Planning & Organisation (Proficiency Level 1)
- Communicating Effectively (Proficiency Level 1)
- Taking Initiative (Proficiency Level 1)
- Service Focus & Innovation (Proficiency Level 1)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies
Indicative Functional Competencies & Proficiency Levels

1 Functional Competency at Proficiency Level 1 from the following list:

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills



Research & Innovation Management and Administration– Career Level 2

Role Purpose

Provides a high level of customer service to colleagues and others on a single service or process or across various processes. Operates with a high degree of initiative and autonomy within a confined process/service area and likely to act as an informal resource on day to day issues for less experienced colleagues.

Educational Qualifications & Experience

Typically, 2-3 years' professional experience working in either a large organisation or a third level institution and/or a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem Solving - Helps to identify solutions using policy and procedure and supports the ongoing development of processes / systems. May provide guidance for less experienced colleagues. Supervisory support typically available.

Decision Making - Applies initiative on a day to day basis, making routine decisions within the confines of the core process or service remit they are working in.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. Works as part of a team engaged in similar work. May have ownership for particular customer groups.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-2-A

Core Competencies

Indicative Core Competencies & Proficiency Levels (PL)

- Project Management (Proficiency Level 1)
- Organisational Awareness (Proficiency Level 1)
- Planning & Organisation (Proficiency Level 2)
- Communicating Effectively (Proficiency Level 2)
- Taking Initiative (Proficiency Level 2)
- Service Focus & Innovation (Proficiency Level 1)

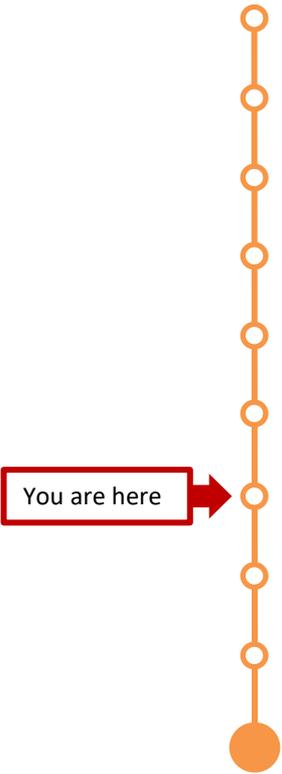
Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

2 Functional Competencies at Proficiency Level 2 from the following list:

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills



Research & Innovation Management and Administration– Career Level 3

Role Purpose

Supports others in the delivery of a full service, process or system, managing relationships with a defined group of customers.

Educational Qualifications & Experience

Typically, 3-4 years' professional experience working in either a large organisation or a third level institution and/or a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem Solving - Operates with a high level of initiative and autonomy within a confined process, appreciating the impact elsewhere. Takes action to resolve work problems independently, referring complex problems to senior colleagues where appropriate.

Decision Making - Makes timely and considered independent and collaborative decisions within the confines of the core process or service remit they are working in. Provides specific advice and guidance to others.

Interfaces & Interdependencies - Acts as first point of contact for colleagues and others. May have ownership for particular customer groups. Builds collaborative relationships with peers within the function and potentially in other units across the University.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-3-A

Core Competencies

Indicative Core Competencies & Proficiency Levels (PL)

- Project Management (Proficiency Level 2)
- Organisational Awareness (Proficiency Level 1)
- Planning & Organisation (Proficiency Level 3)
- Communicating Effectively (Proficiency Level 3)
- Taking Initiative (Proficiency Level 3)
- Service Focus & Innovation (Proficiency Level 2)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

1 Functional Competency at Proficiency Level 2 and 2 at Proficiency Level 1 from the following list:

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills

You are here



Research & Innovation Management and Administration– Career Level 4

Role Purpose

Leads in the delivery of a full service, processes or system, to a defined audience.

Educational Qualifications & Experience

Typically, 4-5 years’ professional experience working in a research and innovation management/ administration related role in either a large organisation or a third level institution and a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem Solving - Supervisory role with proven ability to use independent judgement and reasoning in developing solutions to a variety of problems of moderate scope and complexity.

Decision Making - Co-ordinates, analyses and critically evaluates information in order to reach a decision with minimal level of supervisory guidance, within the overall parameters of the role.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with senior colleagues and peers within the function and across the University.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-4-A



Core Competencies

Indicative Core Competencies & Proficiency Levels (PL)

	<u>Generalist</u>	<u>Specialist</u>
Project Management	PL2	PL2
Building Relationships	PL2	PL2
Organisational Awareness	PL2	PL2
Planning & Organisation	PL3	PL3
Communicating Effectively	PL4	PL4
Taking Initiative	PL4	PL4
Service Focus & Innovation	PL3	PL3

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

For Generalist roles: 3 Functional Competencies at Proficiency Level 2

For Specialist roles: 1 Functional Competency at Proficiency Level 3 and 2 at Proficiency Level 1

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills



Research & Innovation Management and Administration– Career Level 5

Role Purpose

- Individual contributor who provides subject matter expertise in a specialist field of the function.

OR

- Leads a small team or programme in delivering a specific service or support, and accountable for the performance and results of the team.

Educational Qualifications & Experience

Typically, 5-6 years’ professional experience working in a research and innovation management/ administration related role in either a large organisation or a third level institution and a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem Solving - Solves moderate to complex problems in their area of expertise, guided by policies and procedures. Proven ability to use independent judgement and reasoning in developing potential solutions.

Decision Making - Co-ordinates, analyses and critically evaluates information to reach a decision with little or no supervisory guidance required.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with senior colleagues and peers within the function and across the University. Will engage with senior Faculty and staff as required.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-5-A

Core Competencies

Indicative Core Competencies & Proficiency Levels (PL)

	<u>Generalist</u>	<u>Specialist</u>
Managing Stakeholders	PL2	PL2
Leading People		PL1
Managing People	PL2	
Managing Change	PL2	PL2
Project Management	PL3	PL3
Building Relationships	PL2	PL3
Organisational Awareness	PL3	PL3
Service Focus & Innovation	PL4	PL4

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

For Generalist roles: 3 Functional Competencies at Proficiency Level 2 and 2 at Proficiency Level 1

For Specialist roles: 1 Functional Competency at Proficiency Level 3 and 2 at Proficiency Level 2

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills



Research & Innovation Management and Administration– Career Level 6

Role Purpose

- Leads and manages a team or programme delivering specific services or supports. Accountable for the performance and results of the team.
- OR
- Individual contributor responsible for a complete specialist area or service delivery to a defined audience.

Educational Qualifications & Experience

Typically, 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).

Indicative Role Dimensions

Problem Solving - Solves complex problems guided by policies and procedures with minimal oversight from manager. Proven ability to use independent judgement and reasoning in developing solutions.

Decision Making - Makes decisions in the context of own area of responsibility, ensuring that decisions are consistent with legislation, precedent and established policies and procedures.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Will engage directly with senior Faculty and staff as a normal part of the role.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-6-A

Core Competencies

Indicative Core Competencies & Proficiency Levels (PL)

	<u>Generalist</u>	<u>Specialist</u>
Working Strategically	PL2	PL2
Managing Stakeholders	PL3	PL3
Managing People	PL2	
Managing Change	PL3	PL3
Building Relationships	PL3	PL4
Organisational Awareness	PL4	PL4
Leading People	PL2	PL1

Any role in UCD with People Management responsibility must include the Managing People Core Competency

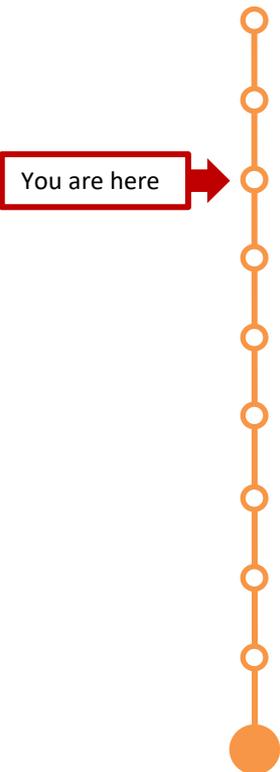
Functional Competencies

Indicative Functional Competencies & Proficiency Levels

For Generalist roles: 2 Functional Competencies at Proficiency Level 3, 2 at Proficiency Level 2 and 2 at Proficiency Level 1

For Specialist roles: 1 Functional Competency at Proficiency Level 4, 1 at Proficiency Level 3 and 1 at Proficiency Level 2

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills



Research & Innovation Management and Administration– Career Level 7

Role Purpose
 Provides input to the development of strategy for the area. Provides leadership and direction for a smaller set of services or activities to ensure they are effectively delivered in line with the strategy. This role may also be occupied by an individual with very ‘specialist’ skills who is both a manager and specialist.

Educational Qualifications & Experience
 Typically, 10-15 years’ professional experience, including 3 years’ operating at a senior level in a large organisation or third level institution and a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions
Problem Solving - Solves complex problems, within their own focus area, finalising issues with cross-university impact through consultation with a more senior colleague. Provides expert knowledge and input to broader University initiatives.
Decision Making - Makes decisions in the context of own area of responsibility, ensuring alignment with overall strategy. Identifies the key issues involved to facilitate the decision-making process.
Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Represents the function on UCD Steering Committees and Working Groups. May represent UCD on external committees and groups or specific events, as appropriate to function.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-7-A

Core Competencies
Indicative Core Competencies & Proficiency Levels (PL)

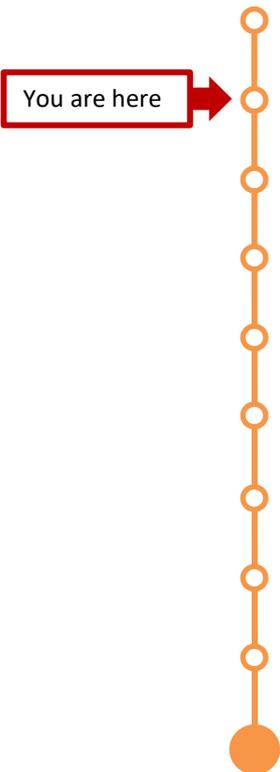
- Working Strategically (Proficiency Level 3)
- Leading People (Proficiency Level 3)
- Managing Stakeholders (Proficiency Level 4)
- Managing People (Proficiency Level 3)
- Managing Change (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies
Indicative Functional Competencies & Proficiency Levels

1 Functional Competency at Proficiency Level 4, 2 at Proficiency Level 3 and 1 at Proficiency Level 2 from the following list:

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills



Research & Innovation Management and Administration– Career Level 8

Role Purpose
 Provides leadership and direction for a group of activities or services within a function, typically working with and through senior managers. Contributes to the development of strategy for the function and responsible for the effective implementation of major elements of that strategy.

Educational Qualifications & Experience
 Typically, 15 years’ professional experience, including 5 years’ operating at a senior level in either a large organisation or third level institution and a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem Solving - Solves complex problems, by engaging with cross-functional peers to develop potential solutions. Has a role in recommending and implementing functional policy changes that are precedent setting.

Decision Making - Makes high level strategic decisions in the context of own area of responsibility, ensuring alignment with overall strategy; Contributes to broader decision-making on strategic issues as part of a wider management unit.

Interfaces & Interdependencies - Builds and sustains strong, collaborative relationships with peers within the function and across the University. Represents the function on UCD Steering Committees and Working Groups. May represent UCD on external committees and groups or specific events, as appropriate to function.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-8-A

Core Competencies
Indicative Core Competencies & Proficiency Levels (PL)

- Working Strategically (Proficiency Level 3)
- Leading People (Proficiency Level 3)
- Managing Stakeholders (Proficiency Level 4)
- Managing People (Proficiency Level 4)
- Managing Change (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies
Indicative Functional Competencies & Proficiency Levels

2 Functional Competencies at Proficiency Level 4, 2 at Proficiency Level 3 and 1 at Proficiency Level 2 from the following list:

- Grant Registration
- Research Environment
- Proposal Support
- Technology Transfer
- Policy & Governance
- Post-Award Programme Coordination
- Targeted Research & Innovation Skills

You are here



Research & Innovation Management and Administration– Career Level 9

Role Purpose

Develops University and functional strategy ensuring alignment with overall institutional strategy and objectives (with agreement from the University Management Team (UMT)). Accountable for long-term planning and the introduction of major initiatives within their area.

Educational Qualifications & Experience

Typically, 15 years' professional experience, including 5 years' operating at the most senior levels in either a large organisation or third level institution and a third level qualification (post-graduate qualification is desirable).

Indicative Role Dimensions

Problem Solving - Solves problems of significant complexity and identifies opportunity for improvement with university wide impact and considerations. Contributes outside own function. Operates in the realm of new issues, arising from which precedents or new policies may be established. Responsible for scanning the horizon for emerging trends or external factors which may cause challenges.

Decision Making - Makes high level strategic decisions in the context of broader university issues the solutions and recommendations are finalised through working with broader management team.

Interfaces & Interdependencies - Builds and sustains high level collaborative working relationships with peers internally. Contributes to high level initiatives by participation in Steering Committees and Working Groups within UCD. Represents UCD on external groups and contributes at a sectoral level through governmental and national bodies.

The **Research Innovation Management and Administration Job Family** includes roles that provide strategic, advisory and administrative services and supports to academics and students through the development, management and implementation of efficient administrative processes or through the co-ordination of activities.

Job Reference: RIMA-9-A

Core Competencies

Indicative Core Competencies & Proficiency Levels (PL)

Working Strategically (Proficiency Level 4)
Leading People (Proficiency Level 4)
Managing Stakeholders (Proficiency Level 4)
Managing People (Proficiency Level 4)
Managing Change (Proficiency Level 4)

Any role in UCD with People Management responsibility must include the Managing People Core Competency

Functional Competencies

Indicative Functional Competencies & Proficiency Levels

2 Functional Competencies at Proficiency Level 4, 2 at Proficiency Level 3 and 1 at Proficiency Level 2 from the following list:

Grant Registration
Research Environment
Proposal Support
Technology Transfer
Policy & Governance
Post-Award Programme Coordination
Targeted Research & Innovation Skills

Functional Competencies in detail

Functional Competencies	Grant Registration	Understands and implements grant registration processes. This includes: risk management, contracts, document and process management.
Academic & Programme Operations and Management	Research Environment	Understands and influences 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.
Communication & Marketing		
Estate Operations	Proposal Support	Knowledge of the different stages of proposal development from opportunity identification to the close of calls. This includes: understanding calls, developing and implementing supports, managing calls, reviewing and advising on proposals.
Financial Management		
Human Resources Management	Technology Transfer	Identifies, protects and commercialises intellectual property (IP) either through licensing and/or new venture creation, negotiating IP terms in agreements and supporting research proposals.
Information Technology	Policy & Governance	Develops and implements university policy to ensure that research and innovation is conducted in compliance with all necessary requirements, and that governance structures are implemented to oversee this.
Legal, Governance & Compliance		
Library	Post-Award Programme Coordination	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.
Research & Innovation Management and Administration	Targeted Research & Innovation Skills	Knowledge and application of specialised expertise in research relevant areas including: Education and Public Engagement, Impact, Open Access, Gender & Diversity, Business Development.

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