



Job Description

College/Management Unit	Health and Agricultural Sciences
School/Unit	UCD School of Medicine (Systems Biology Ireland)
Post Title	Research Grant Support Officer
Project	Grant Support
Post Duration	12 months
Reports to	Principal Investigator or nominee
HR Reference No.	010922
HR Administrator	Gary Greenan

Position Summary

Based in SBI, the post-holder will work with the in-situ Grants Manager on guiding researchers in SBI (and where possible UCD Conway Institute and UCD Charles Institute) through the complexities of proposal preparation including drafting of management, implementation and impact sections as well as budget development and multi-partner communication coordination. There will be a specific focus on supporting early – mid career level researchers in proposal development and submission.

Systems Biology Ireland (SBI)

Systems Biology Ireland (<http://www.ucd.ie/sbi/>) established in 2009 under the Science Foundation Ireland Centres for Science, Technology & Engineering programme, is fast becoming one of Europe's leading centres for excellence in systems biology research. The interdisciplinary nature of systems biology holds the promise of significant advances in science beyond the boundaries of individual disciplines. SBI focuses on elucidating basic principles of the design and function of biological signal transduction networks with the aim to design new therapeutic approaches to cancer, degenerative and inflammatory diseases based on a systems level, mechanistic understanding of biomolecular networks. To accomplish these goals, SBI draws on expertise and technologies from distinct but complementary scientific disciplines including mathematics, computational modelling, statistics, physics, bioinformatics, biochemistry, bioengineering as well as cell and molecular biology.

Salary: €35,000 - €45,000 per annum

Appointment on the above range will be dependent upon qualifications and experience.

Principal Duties and Responsibilities

Proposal development & submission

- Effectively project-manage proposal submissions and negotiations of proposals
- Assist in coordinating aspects of pre-award applications and document submission
- Provide administrative expertise in the pre-award reviewing of grant proposals
- Reviewing pre-award documentation for accuracy, reporting requirements, allowable costs, conformance with call guidelines and any special conditions prior to submission
- Managing electronic submission of the grant to the relevant funding agency upon the completion of the document review process

Stakeholder Management

- Work as a central point of contact with institutional offices (UCD Research, Finance, Communications etc.) in the management of grant proposals and their mobilisation
- Work as a central point of contact with external offices for funding agencies and partners alike in relation to all proposals for administrative, reporting, legal, ethical, IP and financial issues

- Maintaining knowledge of funding agency requirements and regulations and of funding agency electronic proposal submission processes
- Liaise with proposal partners to collate relevant proposal documents, partner descriptions, work package input

Other related duties, tasks and responsibilities as required by the Centre Manager or nominee

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- Proven experience of assisting in the preparation and coordination of research grants
- Knowledge of the research funding landscape
- Good interpersonal skills and the ability to effectively interact with all levels of faculty and staff
- Effective analytical, verbal and written communication skills
- Effective time management skills in order to organise and prioritise workload, foresee problem areas, and seek immediate action
- Proven ability to multi-task while serving as a point of contact for all stakeholders and providing a high level of customer service
- Proven ability to work independently to demanding deadlines while also being able to excel within a collaborative environment
- Strong computer skills using Microsoft Office to include word processing, web searching, downloading, and reporting, database manipulation, and spreadsheets, and the ability to learn new systems and applications
- An understanding of the administrative and financial structures/processes within the academic research sector
- Proven experience in budget preparation and an understanding of allowable costs

Desirable

- Experience working with major granting agencies involving or related to pre-award grant review and submittal of scientific grants is highly desirable, as is the knowledge and understanding of various grant application processes

Further Information for Candidates

Supplementary information

The University:	http://www.ucd.ie/aboutucd.htm
The College/Management Unit:	https://www.ucd.ie/chas/
The School/Programme Office/Unit:	http://www.ucd.ie/sbi/

Relocation Expenses:



Will not apply



Will be applied in accordance with the [UCD Relocation Policy](#)

Garda Vetting required:
☒ **NO**

☐ **YES** – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the [UCD Garda Vetting Policy](#)

Informal Enquiries ONLY to:

Name:	Dr Eadaoin Mc Kiernan
Title:	SBI Centre Manager
Email address:	Eadaoin.mckiernan@ucd.ie
Telephone:	Informal enquires by email only please

<i>Eligibility to compete and certain restrictions on eligibility</i>	
Incentivised Scheme for Early Retirement (ISER):	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
Department of Health and Children Circular (7/2010):	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.
Collective Agreement - Redundancy Payments to Public Servants:	The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be

	required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.
Declaration:	Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.
Superannuation and Retirement:	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme").</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p>a. Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p>b. Retirement Age - Scheme members must retire at the age of 70.</p> <p>c. Pension Abatement:</p> <ul style="list-style-type: none"> If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position. Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007 <p>The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the</p>	

later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- **Ill-Health-Retirement**

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

d. Prior Public Servant - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

e. Pension Accrual - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.