



Job Description

College Management Unit:	College of Health and Agricultural Sciences
School Unit:	Systems Biology Ireland, UCD School of Medicine
Post Title & Subject Area (if relevant)	Grants Manager
Post Duration:	Temporary, 3 years
Grade:	SAOIV
Job Grading Reference N^o	2018/031
Reports to	SBI Centre Manager
Competition Ref. N^o	010418
HR Administrator	Joanna Skrzydelska

Position Summary:

Systems Biology Ireland (SBI), established in 2009, has successfully developed an integrated mathematical modelling and experimental research programme focusing on the design of new diagnostic and therapeutic approaches to diseases, primarily cancer, based on a systems level, mechanistic understanding of cellular signal transduction networks. To accomplish these goals, SBI uses mathematical and computational modelling approaches in combination with cutting edge experimental technologies in genomics, transcriptomics, proteomics, advanced microscopy and flow cytometry as well as cell biology and molecular biology methods. SBI's expertise, particularly in the area of modelling in systems pharmacology and therapeutics, strategically position it at the crossroads between biology and medicine.

The purpose-built SBI facility sits in the space between the UCD Conway Institute and the Health Sciences Centre (UCD Charles Institute of Dermatology and School of Medicine). It is physically linked to both buildings, providing access to existing technology platforms, educational and conference facilities and ideally placed to train allied healthcare professionals. The facility houses a multidisciplinary team of some 50 researchers including bioinformaticians, statisticians, computational scientists and modellers, engineers, biologists, biochemists and physicists.

SBI secures its funding from various exchequer (e.g. SFI, HRB, EI) and non-exchequer sources (e.g. charities, industry, philanthropy, European Commission, Wellcome Trust, NIH). The Centre has a track record of coordinating large and complex grants with interdisciplinary scope and often transnational participation. SBI is increasingly targeting US funding through various NIH schemes, collaboration grants with industry, as well as Wellcome Trust funding. Over the coming year, SBI will also be participating in key roles in EU FET Flagship proposals which are worth up to 1 billion Euros each with a complexity and range of stakeholders commensurate with the funding volume.

The Grants Manager is an exciting, hands-on and delivery-focused role. The Grants Manager will be encouraged to be entrepreneurial and deliver innovation in the performance of their role, and be afforded significant autonomy and responsibility for establishing and subsequently managing a range of grant pre- and post-award support services. This will include identifying appropriate funding calls and working directly with SBI researchers to submit competitive and high value proposals at the pre-award phase. For the pre-award phase, the Grants Manager will be required to work simultaneously with a broad range of stakeholder groups on different types of proposals with varying levels of complexity. The Grants Manager will manage the proposal development process and provide input to areas such as project design, project management, articulating impact, resourcing and budget negotiation. As such, the Grants Manager is expected to be *au fait* with different funding environments, well organised, well versed and highly adaptive. For the post-award phase the role will be tasked with ensuring full project mobilisation and management for the duration of the project. This will include project negotiations, grant agreement development, scientific and financial project reporting. The Grants Manager will also have responsibility for managing the workload of the SBI Grants Office, monitoring and reporting on targets and initiating and implementing process

improvements. Working with the SBI Centre Manager the Grants Manager will develop relationships with multiple external stakeholders and liaise with external funding agencies and partner organisations.

The SBI Grants Office is part of the integrated Management and Administration team within SBI. The key role of the SBI Grants Office is to facilitate and support SBI researchers in the development of competitive applications for national and international research funding.

95 Senior Administrative Officer IV _2013 Salary Scale: €56,595 - €89,001 per annum

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

Principal Duties and Responsibilities:

The principal duties of the post will be to provide professional support to the research community, in order to increase SBI Researchers funding potential for the full research project lifecycle from pre-award to post-award project management.

Specifically, the role will involve the following components:

People, Workload and Resource Management

- Develop and promote the SBI Grants Office – developing the service offerings and promoting the service within UCD.
- Manage the ongoing operations of the SBI Grants Office.
- Prioritise work to meet demanding deadlines and varying workload volumes.
- Plan and manage resources, workload and workflow including ability to clearly anticipate and respond to periods where additional resources are required.
- Be the line manager for team members and others that from time to time are recruited by SBI to develop particular research funding streams.

The Grants Manager will work with stakeholders to lead the design of this new service specifically in the following areas:

Pre-award proposal supports:

- Lead the design, delivery and optimisation of the provision of researcher centric services including:
 - Identification of pipeline for potential proposals
 - Effective utilisation of proposal supports and toolkits, budget negotiation and preparation, writing non-scientific aspects, proposal review, feedback, compliance, submission and administrative support.

Post-award project supports:

- Ensure effective post-award management of awards by working as part of successful projects including
 - Project mobilisation – negotiation and development of grant agreement.
 - Project coordination and delivery – Provision of administrative support, coordination of project meetings, managing stakeholder relationships, monitoring project performance, collating information and compiling reports for funding agencies and other stakeholders

Process Improvement and Management Information:

- Prepare accurate and timely reports and management information for internal and external audiences
- Establish systems to measure and report relevant service delivery metrics.
- Provide advice and support to the SBI management team
- Lead, develop and implement improvements to systems and processes.

Any other related duties as assigned by the Centre Manager (activities may be subject to change over time as the role develops and/or priorities and requirements evolve).

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:

- Qualified to degree level preferably in the life sciences
- Knowledge and practical experience of the research funding environment particularly in the areas of proposal development and post award support and management (minimum of 3 years)
- Significant prior experience of writing, evaluating, and providing feedback on research proposals.
- Proven experience of working with multiple stakeholder groups to design and develop proposals
- Proven ability to lead, motivate and develop an operational team and work in a collaborative manner.
- High level of project management, administrative and organisational ability (including capacity to contribute to budget planning, procurement and other financial aspects associated with the operation of the SBI Grants Office) particularly in relation to the management and administration of multi-partner collaborative research projects.
- Have a strong financial acumen.
- Have a capacity to work at all levels within the University including advising and working with College Principals, Vice Principals for Research, Institute Directors and the Heads of Schools to ensure that SBI is providing the support services to meet its funding targets.
- Have a capacity to foster and develop excellent working relationships with key stakeholders outside of the University nationally and internationally (e.g. National Contact Points, Funding Agency Project Managers, professional service providers etc.).
- Have a strong service-orientation and an ability to partner with the research community to enhance their success and with colleagues in other support units to ensure integrated service delivery to researchers
- Experience of convening and / or chairing of fora appropriate for briefing, engaging, and training.
- Strong interpersonal and communication skills, both written and oral (presentation and reporting).
- Strong IT skills and ability to leverage technology to better deliver services.

Desirable:

- Extensive knowledge of national and international funding programmes
- Experience of working with a range of funders including knowledge of their policies, practices and grant management systems
- Previous experience of research project support, evaluation and/or post award management

Further Information for Candidates:**Supplementary information:**

The University:	http://www.ucd.ie/aboutucd.htm
The UCD Strategy for Research, Innovation and Impact 2015-2020:	http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpact/
The College/Management Unit:	http://www.ucd.ie/chas/
The School/Programme Office/Unit:	http://www.ucd.ie/sbi/
Other (Please specify):	http://www.ucd.ie/medicine/

Relocation Expenses:

- Will not apply
- Will be applied in accordance with the UCD Relocation Policy <http://www.ucd.ie/hr/policies>

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 - http://www.ucd.ie/hr/t4cms/Garda_Vetting_Policy.pdf**Informal Enquiries ONLY to:**

Name:	Eadaoin Mc Kiernan
Title:	SBI Centre Manager
Email address:	eadaoin,mckiernan@ucd.ie

<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 complete 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

	<p>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.</p>
<p>Superannuation and Retirement:</p>	<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><i>a. Pensionable Age</i> - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p><i>b. Retirement Age</i> - Scheme members must retire at the age of 70.</p> <p><i>c. Pension Abatement:</i></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 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).</p> • Ill-Health-Retirement <p>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.</p> <p><i>d. Prior Public Servant</i> - 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:</p> <p><i>e. Pension Accrual</i> - 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</p>	

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>.