



College Management Unit:	UCD College of Engineering and Architecture
School Unit:	UCD School of Biosystems and Food Engineering
Post Title & Subject Area (if relevant)	EU Research Project Manager
Project:	SusAlgaeFuel: Exploring the synergies between direct carbon-capture, nutrient recovery and next-generation purification technologies for cost-competitive and sustainable microalgal aviation fuels
Post Duration:	Temporary 44 months (Part Time @ 0.5FTE)
Line Manager	Dr. Ronald Halim
Competition Ref. N^o	017313
HR Administrator	Alicja Straczek

Position Summary:

University College Dublin has secured funding under Cluster 6 Horizon Europe Programme and is seeking a part time (0.5 FTE) project manager to support the management activities of this project (**SusAlgaeFuel**).

Project background: Under the Fit-for-55 Mandate, the EU has set a highly ambitious goal to increase the share of Sustainable Aviation Fuels (SAFs) in the aviation industry from 2% in 2025 to 64% by 2050. Microalgae can play a critical role in meeting this fuel target, directly capturing carbon dioxide and contributing to the development of circular bioeconomy through the recovery of waste nutrients from agri-food-bioenergy sectors. SusAlgaeFuel aims to develop a series of innovative approaches that work in tandem to enable a more cost-competitive, efficient, and circular production of microalgae SAFs. The project will culminate in a pilot scale-up of the optimised processes to demonstrate technical feasibility and generate sufficient amounts of high-quality algal biofuels for compliance assessment. **SusAlgaeFuel is coordinated by University College Dublin.** The project will be jointly undertaken by three Universities, one Research and Technology Organisation, and five SMEs across four EU countries (Ireland, Germany, Spain, Portugal) and one associated country (the UK).

Position description: The successful candidate will report to the Lead PI (Dr Ronald Halim) at UCD. Dr. Halim is a Funded Investigator in the SFI Research Centre, BiOrbic. The project manager will join the BiOrbic Operations team and be a member of the UCD Algae Group. BiOrbic is a Science Foundation Ireland Research Centre performing both blue skies and industry-focused research to build and support the development of Ireland's bioeconomy. The UCD Algae Group specialises in the development of novel science and technology in microalgae for integration in circular bioeconomy. Information about BiOrbic and UCD Algae group can be found in [link 1](#) and [link 2](#) respectively.

The successful candidate will assist Dr. Halim with all aspects of financial planning, administration, and management/coordination of SusAlgaeFuel. The Project Manager will be a key member of the management team and support the partners in adhering to the work-plan, its tasks, deliverables, and milestones over the four years of the programme. The postholder will be responsible for the on time financial and written reporting to the European Commission (EC), event organisation, act as a contact point for the other EU partners, manage the project budget, and liaise with the EC.

Principal Duties and Responsibilities:

- Organize and coordinate all aspects of the project, ensuring clear and transparent communication with the PI, project partners and any external stakeholders.
- Ensure the project is on track to meet deadlines.
- Managing the project's budget and produce financial reports at reporting deadlines
- Ensure all milestones and deliverables are completed on time and to a high standard
- Monitor any changes and update the project work plan as appropriate.
- Manage the network of partners and act as a point of contact for any queries
- Provide practical day-to-day administrative support
- Together with the PI, deliver data management plans for the consortium
- Organize project meetings and any related events
- Conduct regular communication and dissemination activities related to the project
- Ongoing, timely and accurate monitoring and reporting to the EC.
- Identifying new collaborative research and innovation opportunities for the consortium
- Liaise with the BiOrbic operations team in relation to procurement, finance, communications and funding.
- Liaise with the UCD finance Team
- Other duties and responsibilities as appropriate to the position, to be assigned by PI from time to time.

Salary range: €46,000 – €52,000 per annum pro rata @ 0.5FTE

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

Details on eligibility to compete and pension information is available at

<https://www.ucd.ie/hr/resourcing/eligibilityto Compete/>

UCD welcomes applications from everyone. We are committed to creating an environment where diversity is celebrated and everyone is afforded equality of opportunity. Learn more about Diversity at

<https://www.ucd.ie/workatucd/diversity/>

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:

- A primary degree in a relevant or related area
- Previous experience in managing research projects
- Budget management experience
- Experience of stakeholder management in a research context
- Familiarity with the research funding environment at European level
- Experience of event organization
- Excellent interpersonal/communication skills and an ability to work effectively with staff and management across all levels, both internally and externally
- Excellent organizational and administrative skills
- Proven ability to work effectively as part of team, meeting challenging targets and deadlines under pressure and in a demanding environment
- Excellent communication, presentation and writing skills
- Strong attention to detail
- Ability to work independently, with excellent organisational and time management skills
- Ability to prepare and present comprehensive financial and written reports
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

Desirable:

- A postgraduate qualification
- Previous experience in managing EU research projects
- Experience of working with EU consortia's
- Experience of the reporting procedures and requirements for EU projects

Supplementary information:

The University:	https://www.ucd.ie/
UCD Strategy 2020-2024: Rising to the Future	https://strategy.ucd.ie/
The College/Management Unit:	https://www.ucd.ie/eacollege/
The School/Programme Office/Unit:	https://www.ucd.ie/biosystems/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/

Informal Enquiries ONLY to:

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