



College Management Unit:	UCD College of Science
School Unit:	UCD School of Biomolecular and Biomedical Science
Post Title & Subject Area (if relevant)	Research Project Manager
Project:	A new European blueprint for circular bioplastics upcycling solutions (ReBioCycle)
Post Duration:	48 months, Temporary Part-Time at 0.5FTE
Line Manager	Kevin O'Connor
Competition Ref. N^o	017556
HR Administrator	Aline Burgos

Position Summary:

University College Dublin has secured funding under CBEJU Horizon Europe programme and is seeking a temporary part-time (i.e. 0.5 FTE) project manager to support the management activities of this project.

The successful candidate will report to the Lead PI (Professor Kevin O Connor) at UCD. Professor O Connor is a Director of BiOrbic Bioeconomy SFI Research Centre. The project manager will be part of a diverse BiOrbic Operations team. 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.

ReBioCycle information

The successful candidate will assist with all aspects of financial planning, administration, and management of the project. 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:

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- 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.

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- 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.

Particular to this position:

- The successful candidate will be offered a 48-month temporary part-time Contract. The actual days and hours worked will be as agreed with the Principal Investigator, or nominee.

Salary Range: €57,000 - €61,750 Pro rata at 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/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

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.

Mandatory Criteria as part of the UCD Equality, Diversity and Inclusion Agenda

- 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
- 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/science/
The School/Programme Office/Unit:	https://www.ucd.ie/sbbs/
Equality Diversity and Inclusion at UCD	https://www.ucd.ie/workatucd/diversity/
Other (Please specify):	

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Informal Enquiries ONLY to:

Please note this section is optional. Applications will be addressed to an assigned HR administrator.

Name:	Kevin O'Connor
Title:	Full Professor
Email address:	Kevin.Oconnor@ucd.ie