Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

CULTIVATE RESEARCH FELLOW (PM)

Applications are invited for the position of Research Fellow who will play a critical role in the delivery of EU research project CULTIVATE. The successful candidate will be committed to sustainability transitions and have experience of large European consortium projects and their management. This position has primary responsibility for providing a highly professional, proactive and comprehensive research management function. Candidates should have the ability to work on their own initiative and demonstrate their ability to work as part of a team. They should possess excellent verbal and written communication skills and be able to work to a very high level of accuracy and attention to detail with a range of stakeholders from across Europe and beyond. The role requires international travel for short durations for project meetings.

Post Status: Specific Purpose

Hours: Full time

Salary: Appointment will be made relevant to experience and on the NUI Post Doc Scales €42,783-€54,965

How to apply: In order to assist the selection process, candidates should submit: A Curriculum Vitae (3 x A4 pages max.) that includes the names and contact details of two referees (with e-mail address)

A Cover Letter (max two pages) setting out your motivation and suitability for applying for this position – this letter should clearly address the following points:

- *An understanding of multistakeholder research and innovation collaborations* - The applicant should demonstrate previous involvement in such collaborations and how this would position them to fulfil the duties of the role.
- *Candidates must have experience in project management* - Applicants should outline this experience and how it aligns with the expected duties and responsibilities of the post.
- *Relationship Management* - The applicant should demonstrate how their experience of managing and/or coordinating partner relationships or projects across academia, public, private and civil society actors.

Please Note: Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage. Applicants should note that the interview process for this appointment will include the delivery of a 10 minute presentation.

Closing Date: 12 noon (Irish Standard Time) 1st November 2023 Applications must be made by the date and time specified to **Anna Davies**: daviesa@tcd.ie

Interviews for this position will take place **in mid-November** with the successful candidate starting work as soon as possible after this date.

Please see below the Job Description for this position.

Job Description

Standard Duties and Responsibilities of the Post

- Managing the day-to-day operational aspect of an EU project
- Having a clear picture of the project's deliverables and timelines, to ensure coordination among partners and timely delivery of milestones and deliverables.
- Ensuring completion of project documentation, keeping it updated and correctly organised.
- Keeping track of the project's budget / expenditure
- Ensuring compliance with the obligations of the Grant Agreement and the Consortium Agreement
- Liaise and reporting to the European Commission which includes preparation of periodic scientific and financial reports.
- Monitoring and reporting of project milestones and deliverables in accordance with EU deadlines
- Ensuring communication between all members of the consortium
- Organising project meetings, agenda, minutes, venues, etc.
- Reporting to the project leader, stakeholders and funder on the progress of the project and present recommendations and changes to the schedule if necessary
- Preparing (when necessary) amendments to the grant agreement
- Any other duties that arise from time to time as directed by the PI or nominee.

Skills/Qualifications
Person Specification

- We are seeking a dynamic person with a PhD (candidates with MSc may be considered) who is excited by managing a collaborative European consortium project.
- Excellent organizational and analytical skills and the ability to meet strict deadlines will be essential;
- Experience of PM Squared or other project management methodologies *and* a willingness to learn PM squared approach.
- The candidate will have excellent attention to detail, working with accuracy and rigor.
- The candidate will be able to demonstrate their ability to engage in team work and work on their own initiative.
- Excellent effective, diplomatic internal and external communication skills (written and oral) in English are essential; additional languages an advantage.
- Knowledge of the European funding environment is necessary and understanding of Horizon Europe an advantage.
- Good knowledge of research ethics, GDPR, data management and other institutional policies
- Enthusiasm for mentoring others and work collaboratively in teams.
- Proactive, flexible and problem-solving attitude
- Fast learner that requires minimal supervision
- Strong attention to process, detail and documentation
- Willingness and ability to travel within Europe is required.

Qualifications

- PhD/MSc in Geography, sustainability, food studies, agri-food area or related area
- Diploma or professional qualification in project management is desirable.

Knowledge & Experience

- Working knowledge of all major Microsoft Office programmes is required, as is the ability to manage shared documents through teams securely, e-mail and the website skills.

- Experience of delivering European consortium projects including ethics, data management, budget management, partner relationship management
- Familiarity with the work of Geography, School of Natural Sciences, in particular in relation to sustainability, food, nature-based solutions
- Experience of working within university systems and their management processes e.g. finance, HR, research development etc.

Personal Attributes

- Understands the importance of quality service and pro-actively delivers this.
- Pays close attention to quality standards.
- Takes pride in providing a helpful and courteous approach to all colleagues and collaborators.
- Committed to achieving results, putting in additional effort as required.
- Flexible approach to working hours as the demands of the post may require work outside normal office working hours from time to time.

Languages
ENGLISH
Level
Excellent
Research Field
All
Additional Information

Benefits
Trinity College Dublin, the University of Dublin

Trinity is Ireland's leading university and is ranked 98th in the world (QS World University Rankings 2023). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation. Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. Trinity welcomes applications from all individuals, including those applicants with disabilities, those who may have had non-traditional career paths, those who have taken time out for reasons including family or caring responsibilities. We also welcome international applicants including those whom have been displaced due to war. We are ranked third in the world for gender equality (Times Higher Education Impact Rankings 2020) and we hold an Athena SWAN Bronze award, recognising our work to advance gender equality. The University is actively pursuing a Silver level award, which it has committed to achieving by 2025. Trinity is committed to supporting the work-life balance and to creating a family-friendly working environment.

Project description

The EU-funded CULTIVATE project will support greater sustainability and resilience around food through a ground-breaking online social innovation platform – the Food Sharing Compass. Designed with and for food sharing initiatives (from seed sharing and social dining to surplus food redistribution and community composting), policymakers, food supply actors, researchers and citizens, the platform will make it possible to navigate sustainable food sharing landscapes. It comprises five tools: the SHARECITY200 Database (mapping, tracking and monitoring initiatives), the Food Sharing Calculator (assessing costs, benefits and impacts), the Menu of Good Governance

(options for policies to facilitate sustainable food sharing), the Library of Citizen Engagement (cataloguing tools for expanding food sharing activity) and the sustainable food sharing Community of Practice for food sharing initiatives.