



Maynooth University Ollscoil Mhá Nuad

ALL Institute Project Manager (SHAPES Project) (45 Month Contract)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

Due to recent success in competitive Horizon 2020 funding, we are seeking an experienced Research Project Manager to join our SHAPES project team. **SHAPES**: 'Smart and Healthy Ageing through People Engaging in Supportive Systems' addresses a complex subject and tackles several human-centric scientific, societal, technical and technological subjects that, combined together, build the integrated vision of the SHAPES. Carefully crafted, the Consortium combines thirty-six partners with competences in health, human factors, social sciences, IT development, robotics, healthcare provision, service provision, and advocacy (including representatives of citizens with disabilities).

Overview of the SHAPES project

SHAPES aims to create the first European open ecosystem enabling the large-scale deployment of a broad range of digital solutions for supporting and extending healthy and independent living for older individuals who are facing permanently or temporarily reduced functionality and capabilities. SHAPES builds an interoperable Platform integrating smart digital solutions to collect and analyse older individuals' health, environmental and lifestyle information, identify their needs and provide personalised solutions that uphold the individuals' data protection and trust. Standardisation, interoperability and scalability of SHAPES Platform sustain increased efficiency gains in health and care delivery across Europe, bringing improved quality of life to older individuals, their families, caregivers and care service providers. SHAPES Large-scale Piloting campaign engages +2k older individuals in 15 pilot sites in 10 EU Member States, including six EIP on AHA Reference Sites, and involves hundreds of key stakeholders to bring forth solutions to improve the health, wellbeing, independence and autonomy of older individuals, while enhancing the long-term sustainability of health and care systems in Europe. SHAPES's multidisciplinary approach to large-scale piloting is reflected across seven themes that, together, provide a clear understanding of the reality of European health and care systems and enable the validation of cost-efficient, interoperable and reliable innovations capable of effectively supporting healthy and independent living of older individuals within and outside the home. Building an ecosystem attractive to European industry and policy-makers, SHAPES develops value-based business models to open and scale-up the market for AHA-focused digital solutions and provides key



recommendations for the far-reaching deployment of innovative digital health and care solutions and services supporting and extending healthy and independent living of older population in Europe.

Required Skills and Experience:

We are seeking an experienced Research Project Manager to coordinate the operational, administrative, management and financial activities of the SHAPES project. The successful candidate will support the project coordinator and deputy coordinator in the overall management of the SHAPES.

Specifically, the Project Manager responsibilities will include:

- Monitoring the implementation of the project and the timely reporting and delivery of all project commitments to the EC
- Inform and advise project partners on financial and administrative regulations, while ensuring the conformity with the relevant procedures
- Assist the Project Coordinator with financial, administrative and scientific reporting requirements in respect of Maynooth University specifically.
- Support the project Coordinators in planning, producing, collecting and reviewing the deliverables and outcomes to ensure their timely delivery
- Provide management tools (e.g. guides, templates, etc.) for the consortium
- Monitor all contractual obligations (Grant Agreement, Consortium Agreement and other legal reference guidelines)
- Track all project related costs in collaboration with the Research Finance Office: distribution and transfer of funding, keeping records on spending and preparing financial reports for project funders and auditors
- Schedule project meetings; prepare agendas and circulate reference materials for the meetings and writing the minutes
- Collect user documentation for the SHAPES platform.
- Develop and maintain the SHAPES website content and the social media presence of the project, including news items
- Represent SHAPES project at events and meetings across Europe
- Act as a conduit for communications between the consortium and stakeholders, ensuring all critical communications are effective
- Support project dissemination and the creation and delivery of presentations and publications
- Facilitate, and assist in the development of, appropriate research networks and new collaborations
- Identify and engage in opportunities to coordinate projects and encourage participation of new researchers in H2020 proposals
- This post will involve considerable national and international travel to conferences, networking events and consortia meetings

The ideal candidate will have:

Essential

- Relevant experience in an area related to healthcare or research project management;
- Demonstrated experience of managing large consortium or multi-partner projects;
- Relevant professional experience of at least three years working in a related field;
- A demonstrated ability to work in a team environment, build partnerships, make connections and follow through on contacts;
- Excellent attention to detail, flexibility, initiative and good problem-solving abilities.
- Excellent analytical and oral and written communication skills and experience preparing technical reports.



- Ability to work with a great degree of autonomy, manage workloads, deadlines and responsibilities.
- Knowledgeable of and proficient in the configuration, use, maintenance, and management of shared work spaces (e.g., MS Teams, Onedrive, etc) and other project management tools, especially MS Excel;
- Excellent interpersonal skills and people management skills
- Knowledgeable of the principles of accounting, resource planning and ability to adhere to budgets and timelines.

Desirable

- Experience in healthcare management; technology design; organisational studies; sociotechnical systems design; human-computer interaction; science and technology studies; health economics; or similar area corresponding to the nature of the role;
- In-depth knowledge (Research landscape, Technology Roadmaps, Regulations and Policy implementation) in Assistive Technologies or other crucial aspects;
- Previous experience in research and innovation management
- Previous experience in a research and development organisation in a proposal development intensive environment
- Proven success in proposal development, management and/or coordination of International Consortia.
- Proficiency in creating communication materials, including graphics.

Assistive Living and Learning Institute (ALL Institute)

This newly established and inclusive institute reflects the fast-moving nature of the field and will also influence its development. We are focused on the pull of addressing human problems, rather than the push of dazzling new technologies. By thinking through the context and meaning of people's lives, we seek to assist them to enhance their quality of life. We provide an unparalleled interdisciplinary environment. We work across disciplines, sectors, and the supply chain; with individual makers, industry, government, civil society, United Nations agencies and most particularly, users. In doing this we are not trying to make it complicated, we are simply recognizing that it is complicated! People live their lives across many boundaries and to meaningfully contribute to assisting living and learning we have to traverse these boundaries too.

The University

Maynooth University is one of the four constituent universities of the National University of Ireland and in 2019 was placed in the global top 50 universities under 50 years old in the Times Higher Education World University Rankings. Formally established as an autonomous university in 1997, but tracing its origins to the foundation of the Royal College of St. Patrick in 1795, Maynooth University draws on a heritage of over 200 years' commitment to education and scholarship. It is located in the University town of Maynooth, 25km from the centre of Dublin, Ireland's capital city.

The University is a modern institution - dynamic, research-led, engaged, and grounded in the traditions of liberal education. With more than 12,000 students, Maynooth is Ireland's fastest-growing university, yet we retain a collegial campus culture that is central to our ability to bring significant interdisciplinary expertise to bear in tackling some of the most fundamental challenges facing society today. MU has a distinctive disciplinary profile compared to other universities in Ireland, with research and teaching strengths in humanities and social sciences, science, electronic engineering, business, law and teacher education. The University has major research institutes and centres in the areas of: humanities; social sciences; mathematics, computation and communication; human health; business and service innovation; climate change; and Geocomputation.



The University has, under the *University Strategic Plan 2012-17*, further enhanced its capacity and reputation for research, transformed its undergraduate curriculum, grown postgraduate enrolments and become even more international, diverse and engaged. MU makes, and is seen to make, an important and distinctive contribution to our national system of higher education.

Maynooth University is now embarking upon a new and exciting phase with the development of the *University Strategic Plan 2018-22*, with a vision to consolidate the international reputation of Maynooth University “as a university known for outstanding teaching, excellent research, a global outlook, effective engagement with the society we serve, and our distinctive approach to the challenges facing modern higher education.”

The *University Strategic Plan 2018-22* builds on the institution’s strengths and accomplishments, concentrating energy and resources on further development in research and postgraduate education. The strategy focuses on:

- targeted investment in research capacity in a number of priority areas;
- extending the postgraduate portfolio and growing the postgraduate community;
- realising the full benefits of our innovative undergraduate curriculum;
- enhancing the student experience;
- comprehensive and ethical internationalisation;
- equality diversity inclusion and interculturalism as enablers of academic excellence

These strategic goals are underpinned by a commitment to invest, first and foremost in people and opportunities for their development and success, and also in the systems and infrastructure required to achieve scholarly and educational objectives.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- The appointment is expected to be effective from 1st February 2020.

Equality and Diversity

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

We aim to reflect the diversity of the community we serve and welcome applications from all individuals.

Terms and Conditions

This is a fixed term contract post of up to 45 months from 1st February 2020.



Data Protection Law

Maynooth University will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth University, then your personal data will continue to be processed in accordance with Maynooth University's Staff Data Privacy Notice.

Both the privacy notices and further information relating to data protection, including Maynooth University's other data protection policies and processes, can be viewed at <https://www.maynoothuniversity.ie/data-protection>

Salary

Administrative Officer I: €49,177 per annum (3 points)

Appointment will be made in accordance with the Department of Finance pay guidelines.

The successful applicant will be appointed on the first point of the Admin Officer I pay scale with annual incremental progression.

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Sunday 5th January 2020**.

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University



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