



Maynooth University Ollscoil Mhá Nuad

Department of Geography Project Manager/Administrative Officer (20.5 month contract)

The University

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, (National University of Ireland Maynooth) draws on a heritage of over 200 years' commitment to education and scholarship. The last two decades have seen the University grow rapidly in scale, strength and stature. Maynooth University is today a university of international standing, renowned for the quality and value of its research and scholarship, for its dedication to excellent teaching, for providing an outstanding learning experience for its 10,000 students, and as a uniquely collegial environment in which to pursue scholarly work.

Maynooth University is embarking upon a new and exciting phase of its development under the *University Strategic Plan 2012-17* 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 2012-17* sets seven strategic goals for the university:

- to offer students an outstanding university education, the best available in Ireland, an education which challenges and supports all students to achieve their full potential, and prepares students for life, work and citizenship, and for complexity, diversity and change;
- to be recognised by 2017 as playing a leading international role and being the clear national leader in a number of thematic areas of research that address the major societal challenges of the 21st century;
- to achieve a step change in our international activities, doubling the number of international students on campus and doubling the number of domestic students spending time abroad, in order to create a truly intercultural and multilingual institution;
- to strengthen our engagement with all stakeholders through sustained partnerships with enterprises, communities, civil society and public bodies, to build support for the mission of the university, to serve the needs of society, and to open new opportunities for research and learning;
- to maximise our unique and distinctive contribution to the national system of higher education through a set of purposeful and sustained strategic partnerships at regional and national level, and to extend our international reach through a network of global partnerships;
- to be an excellent place to work, known for a collegial ethos which empowers all staff to contribute fully to the development of the university;

- to enable the achievement of ambitious strategic objectives in challenging circumstances through careful planning, excellent services and infrastructure, and sound governance and management.

The University has distinctive institutional strengths in six thematic priority areas:

- People, Place and Environment;
- Social and Economic Transformations;
- Human Health;
- Mathematics, Communications and Computation;
- Humanities in Practice; Sources, Resources & Discourses;
- Human Cultures, Experience & Creativity.

The University has 27 academic departments which are organised into three Faculties: Arts, Celtic Studies and Philosophy; Science and Engineering; and Social Sciences. The University is also home to a number of multi- and trans-disciplinary research institutes, including the Hamilton Institute, the National Centre for Geocomputation, the National Institute for Regional and Spatial Analysis, and Institute of Immunology.

In a pioneering recent development, Maynooth University, Dublin City University and the Royal College of Surgeons in Ireland have established the 3U Partnership, a new strategic association that brings together the distinctive and complementary strengths of the three institutions.

Faculty and Research Institutes

The Faculty of Social Sciences includes the Department of Geography. The role of the Faculty is to co-ordinate the academic activities of individual departments, to oversee the strategic development of departments, and to support interdepartmental activities and programmes. The University has also developed a number of interdisciplinary Institutes to support excellent research and to build research capacity across disciplines.

Department

The Department of Geography has over 15 permanent staff and offers undergraduate and postgraduate degrees. The department hosts the Irish Climate Analysis and Research Units (ICARUS) within which the positions will be based. ICARUS has a vibrant and highly successful community of faculty, postdoctoral and postgraduate students investigating a range of aspects of Irish and global climate change and variability.

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. We are seeking a project manager/administrative officer to support Professor Peter Thorne as part of a service contract for the Copernicus Climate Change Service and in the leadership of the Irish Climate Analysis and Research Units. This service contract between Maynooth University and the Copernicus Climate Change Service/ European Centre for Medium Range Weather Forecasting (ECMWF) is for a duration of 48 months and is broken up into two time periods: the first period runs from March 2017 to December 2018 and the second period runs from January 2019 to February 2021.

The work is concerned with the creation of improved holdings of fundamental meteorological in-situ near-surface records over the land and oceans for use in Copernicus services. The project manager role shall be required to prepare and deliver required reporting and management deliverables to ECMWF and act as a principal point of contact between ECMWF and the project team including relevant administrative staff at Maynooth University. Reporting requirements include monthly teleconferences, quarterly written reports, annual reports, annual implementation plans and annual financial reports. The

project manager shall also be expected to attend annual project meetings and facilitate the attendance of an advisory panel at these meetings. The project manager duties shall constitute 50% of the overall duties for this position.

The Irish Climate Analysis and Research Units consist of a group of approximately 20 faculty, postdocs, research associates and postgraduate students. Prof. Peter Thorne is the director of ICARUS which sits entirely within the Department of Geography. The administrative officer role shall involve providing administrative support to ICARUS staff in the execution of their jobs and projects. The role shall be responsible for updating publicly facing materials (website, blog, twitter, data provision etc.), liaison with the Department of Geography, and support ICARUS staff in the drafting and submission of grant applications and similar. The administrative officer duties shall constitute 50% of the overall duties for this position.

Principal Duties

Administrative and other duties:

This will include:

- Project management and coordination
- Project reporting (including review and delivery to ECMWF of deliverables and milestones)
- Facilitation and coordination of project meetings
- Publicity of project outcomes and updates
- Administrative support to ICARUS faculty, staff and postgraduate students
- Management of the ICARUS website, blog, and twitter
- Provision of ICARUS data and results to the public, as required and appropriate
- Support in development, submission, and management of grants

The ideal candidate will have:

- Experience in project management of scientific projects
- Experience in managing European funded projects such as H2020 / FP7
- Excellent oral and written skills
- Proven negotiation skills
- Experience in administrative roles with an academic setting
- Experience with drupal web-design and social media tools
- Prior experience in preparation and management of grant applications

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- It is anticipated that interviews will be held during the week commencing 6th March 2017 or 20th March 2017.
- The appointments are expected to be effective from 18th April 2017 or as soon as possible thereafter.

Terms and Conditions

This is a 20.5 month fixed-term contract, effective from 18th April 2017 until 31st December 2018.

Salary

Administrative Officer II

€35,587 – € 40,066 p.a. (3 points)

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

*New entrants to the public sector will be appointed on the first point of the Administrative Officer Scale.

Application Procedure

Please ensure that you USE THE FOLLOWING REFERENCE '**PM_Geog**' in the subject line of your application email. This will clarify which role you are applying for.

Applications should be made by sending the following information **as attachments** to recruitment@nuim.ie

- A Curriculum Vitae, including all qualifications and experience, and a covering letter addressing your interest and suitability for the role;
- The names, email addresses, correspondence addresses and telephone numbers of three referees whom the University may contact.

The completed application documents should be forwarded by email to arrive no later than **midnight, Sunday, 19th February 2017**. Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University