



Institiúid Ard-Léinn | Dublin Institute for
Bhaile Átha Cliath | Advanced Studies

Senior Executive Officer: Strategy Implementation and Impact

Reporting directly to the Registrar/ CEO, the appointee will be required to provide specialist support in a number of areas. S/he would have a focus on the implementation of recently approved institute wide strategic programmes including but not limited to the DIAS Excellence Framework and an Adjunct Faculty programme.

Co-ordination of new strategic development activities including the identification of national and international research funding opportunities, and the management of institutional level funding proposals to public, private or non-profit entities, would be a key part of the role. As requested by the Registrar/CEO, large grant proposals prepared by the Schools would be supported and reviewed.

The appointee will be the Institute's liaison officer for public and private non-academic parties. In this capacity, s/he would from time to time assist the Registrar/CEO in the development of policy submissions to Government and other entities as requested. S/he would implement a systematic mechanism to keep DIAS researchers updated on national policy developments and on opportunities available for funding and career development.

S/he will play a key role in the communication of the organisation's impact. This would include the preparation of reports. In liaison with the external PR advisers, and working with the Communications Group, the individual would oversee this area of activity and develop institute level initiatives that will achieve wider promotion of DIAS' research activities.

The appointment will be made on a five-year fixed term contract basis, with the possibility of a permanent appointment. Secondments from other private, public sector and higher education sector institutions would be considered. Flexible working arrangements would also be considered. Salary €48,964 p.a. (new entrants to the Irish Public Sector and existing public servants PPC scale); €46,516 (Existing public servants Non-PPC scale). The appointee will be subject to the general Irish public sector regulations as regards annual leave, sick leave, pension entitlements etc.

The successful candidate requires:

- Advanced Degree and post-graduate experience (Ph.D desirable)
- Good project management skills
- Excellent communication & interpersonal skills.
- Good IT skills
- Knowledge of the Irish and international research (and research performer) funding landscape, both public and private sources
- Previous experience in a research performing organisation in research/innovation administration, strategy implementation or organisational development.
- Have a track record of working on own initiative and be highly motivated.