

## Template for Advertising Research Support Posts

**Instructions:** This template should be used for advertising research funded posts and completed by the Principal Investigator.

College	Office of the Vice-President for Research & Innovation
School/Research Institute/Centre/Unit	UCC Research
Post Title	Research Officer [Engaged Research] - Research Support Officer (Administration)
Project	UNIC4ER
Post Duration	3 years
Name of Principal Investigator /Reports to	Dr David O'Connell
HR Administrator	Please email advertisement to Laura McSweeney / Niamh Buckley in HR, email <a href="mailto:l.mcsweeney@ucc.ie">l.mcsweeney@ucc.ie</a> ; <a href="mailto:Niamh.buckley@ucc.ie">Niamh.buckley@ucc.ie</a>
HR Competition No.	To be completed by HR

### Position Summary

University College Cork has a leading commitment to its Third Mission, societal engagement. It was recently ranked 8th globally in The Times Higher Education Impact Rankings, and was the recipient of the MacJannet Prize for Community Engagement (2019) from the Talloires Network of Engaged Universities. University College Cork is a partner in The European University of Post-Industrial Cities (UNIC), an alliance of eight European universities. UNIC's ambition is to develop innovative and sustainable means of university collaboration that boosts student and staff mobility, while fostering social inclusion and furthering societal impact. <https://www.unic.eu/en>

The UNIC Alliance, recently awarded Horizon 2020 funding for its UNIC4ER initiative, will expand its approach with a focus on European research collaboration based on the concept of 'Engaged Research', an umbrella term that describes research approaches that have a common interest in collaborative inquiry *with* society for impact. The goal is to develop a common alliance-wide framework and supportive systems for involving and engaging citizens, NGO's/ CSO's, public sector and local city authorities in research & innovation. This will build upon UNIC's unique strategic advantage as an alliance of research-intensive universities with distinct experience in issues of post-industrial transitions. The overall objective of UNIC4ER is to enhance mobility, inclusion and impact of UNIC's activities by developing a joint strategy, excellence, structure and platform for engaged research.

UNIC4ER has five specific objectives;

1. Promote the institutional integration of UNIC research policies by developing a UNIC Engaged Research Strategy.
2. Enhance the research underpinning of UNIC's activities by developing a joint programme of engaged research excellence on post-industrial transitions.
3. Develop an infrastructure for truly European university and city collaboration by developing a UNIC4ER Post-Industrial Transitions Academy as a collaborative engaged research infrastructure between UNIC and our eight post-industrial cities.
4. Promote open knowledge building and sharing on engaged research by developing the UNIC Virtual Campus into an open science resource.
5. Enhance our understanding of the impact of engaged research by systematically monitoring and evaluating the effect of UNIC4ER's activities on urban transitions and the uptake of engaged research within teaching and research within and beyond UNIC.

The appointee will support the co-ordination and implementation of the Horizon 2020-funded UNIC4ER initiative in UCC.

**Salary: €45,000**

### ROLE SUMMARY

The appointee will support the co-ordination and implementation of the Horizon 2020-funded UNIC4ER initiative in UCC, across its five objectives, with a specific focus on Objective 2. The post-holder will be

based in UCC Research and will report to the Director of Research Support & Policy. The UNIC4ER initiative is co-directed by the UNIC Director (PI), the Director of Research Support & Policy (Co-PI) and the Head of Civic & Community Engagement (Co-PI).

#### **KEY DUTIES AND RESPONSIBILITIES**

##### **STRATEGY & ADMINISTRATION**

- Support the implementation of the UNIC4ER initiative in UCC across its five objectives; performing activities that embed the initiative across colleges, research institutes and relevant units.
- Facilitate collaboration among relevant staff in UCC and across the UNIC Alliance.
- Support UCC in leading a UNIC Engaged Research Strategy, participation in a joint programme of engaged research excellence on post-industrial transitions, and participation in a Post-Industrial Transitions Academy (CityLabs).
- Promote effective teamwork, attend coordination meetings with the UNIC4ER leadership team, and compile information for and accurately complete UNIC4ER project reports.
- To support the PIs and the co-PIs to achieve the agreed strategic and administrative goals of the engaged research area.
- To provide an effective administrative framework to support the ongoing development of the engaged research area.
- To implement agreed policy and procedures including administration, personnel, and resources for the overall development of the engaged research area.
- To support activities of the overall area as required, such as assisting in workshops and producing written outputs
- Contribute to UCC's wider Third Mission activities and Civic & Community Engagement Team.

##### **RESEARCH, POLICY ADVICE AND DISSEMINATION**

- Support the development of a repository of impact case studies aligned to UNIC's Research Strategy, capturing and reporting on both quantitative and qualitative data that raise the profile of UNIC's research impact, both internally and externally. Provide research impact support to researchers, including knowledge of performance indicators.
- Assist / educate researchers in engaged research approaches and methodologies, acting as role model, and encouraging staff to develop engaged research expertise. Develop related professional development programmes for staff as required.
- Support open knowledge building and sharing on engaged research through UCC's participation in the development of the UNIC Virtual Campus and open science resources
- To provide technical inputs to the engaged research agenda such as literature review, data analysis and preparing reports.

##### **FINANCE**

- To support the administration of project financial and budgetary functions, including purchasing and cost controls in consumables, equipments and part-time pay, in conjunction with PI and co-PIs.
- To advise on achieving the effective and value-for-money allocation of budgets and resources.
- To ensure proper use of resources, compliance and integrity of systems in accordance with University policies, procedures and standards and in agreement with the with the project PI and co-PIs.

##### **PROMOTION/DEVELOPMENT**

- To assist the PIs and co-PIs with logistical planning of human, physical and financial requirements for the UNIC4ER project.
- To identify opportunities for external relationships and collaboration.
- To contribute to the development of the strong external links with relevant stakeholders.

##### **PERSONNEL**

- When relevant, to assist with the preparation of recruitment advertisements and job particulars for posts relevant to the project.
- To assist with managing the administrative workloads to support the engaged research area.

The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted dependent on the on the dynamic and evolving nature of the role

## CRITERIA

### *Essential Criteria*

- A Ph.D. in a relevant discipline.
- Knowledge of engaged research, with experience in supporting research collaboration with external research stakeholders.
- Understanding of research strategy, environments, systems, policies, processes and culture.
- A record of accomplishment in and experience of project delivery.
- Excellent knowledge of the Irish and European engaged research policy and practice context.
- Excellent understanding of research impact and related researcher support.
- Experience in implementing training programmes / courses / or modules.
- Ability to manage concurrent projects, work independently, take initiative, prioritise and deliver agreed objectives.
- Experience of managing budgets and funding bodies' compliance requirements.
- Excellent communication and interpersonal skills and demonstrable experience of a high level of collaboration and team working, with ability to interact with a large array of stakeholders.
- Well-developed IT, presentation and event management skills.
- Good analytical skills, report writing skills, and ability to write for a variety of mediums.
- Ability to be responsive and adaptive in line with the nature of the role. This includes the ability to work flexible hours and travel, as required.

### *Desirable Criteria*

- A record of contributing to or developing grant applications and securing funding.
- Journal Publications and potential for publications in the area of engaged research.
- Experience of transnational funded programme implementation and collaboration.
- Knowledge of qualitative and/ or quantitative data analysis software.
- Evidence of on-going professional development.
- Evidence of Lean / Six Sigma knowledge and application.

For an information package including full details of the post, selection criteria and application process see <https://ore.ucc.ie/>.

Informal enquiries can be made in confidence to Dr David O'Connell, Director of Research Support & Policy, UCC Research; 4th Floor Block E, Food Science Building; UCC. Tel.+353 (0)86 3978951; Email: [d.oconnell@ucc.ie](mailto:d.oconnell@ucc.ie)

Applications must be submitted online via the University College Cork vacancy portal (<https://ore.ucc.ie/>). Queries relating to the online application process should be referred to [recruitment@ucc.ie](mailto:recruitment@ucc.ie), quoting the job-title.

Candidates should apply, in confidence, **before 12 noon (Irish Local Time) on Thursday, 9<sup>th</sup> September 2021**

