



## Post Specification

<b>Post Title:</b>	<b>Research Assistant</b> - Smart Docklands Engagement and Project Manager
<b>Post Status:</b>	Specific Purpose Contract – Full-time
<b>Research Group / Department / School:</b>	Enable Research Programme, School of Computer Science & Statistics, Trinity College Dublin, the University of Dublin
<b>Location:</b>	Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
<b>Reports to:</b>	Professor Siobhán Clarke / Professor Marco Ruffini
<b>Salary:</b>	Appointment will be made at Level up to 2A, point 6, with salary up to €44,657
<b>Closing Date:</b>	12 Noon (Irish Standard Time), 20 <sup>th</sup> October 2020

Enable is a research programme (<http://enable-research.ie/>), which is hosted by the CONNECT Research Centre (<https://connectcentre.ie/>), part of Trinity College, Dublin. Enable's focus is on connecting communities to smart urban environments through the Internet of Things. It is funded by Science Foundation Ireland and is co-funded by the European Regional Development Fund.

Enable, CONNECT and Dublin County Council (DCC) are currently leading a multi-stakeholder collaboration programme focused on exploring the development of Smart Cities. The project includes a number of collaborations working with academics, technology companies, local businesses/residents and the relevant Council departments. The programme aims to develop applications which exploit the capabilities of sensing technologies, identify innovative new business models and consider how the implementation of technologies will impact city life in the decades to come. A key initiative of this collaborative programme has been the establishment of Dublin's first Smart City Testbed Smart Docklands.

Smart Docklands is a unique world-class smart city testbed in the heart of Dublin's Docklands. It is a first of its kind in Ireland and globally, where the municipality and academia have funded a Project Management Office (PMO) to play an 'honest broker' role amongst government, the tech and startup community, business owners, universities and research centers, and citizens of Dublin.

The Smart Docklands Testbed was officially launched in February 2018 at a global gathering of city technology and information leads hosted in partnership with Harvard Technology and Entrepreneurship Centre. The Docklands area was chosen as it has unique potential as a smart city district, having a mix of infrastructure, mobility options and a diverse demographic. There is also a high concentration of new buildings and investment in the area thanks to its designation as a 'Strategic Development Zone' by Dublin City Council. In addition, the area already contains

a wide range of connectivity options (3G, 4G, LPWAN) and 'smart' connectivity assets.

Equally important is the engagement of local businesses, startups, community and residents. Our mantra is do not deploy "tech for tech's sake". Through our community engagement programme we work closely with a diverse range of stakeholder groups including physical infrastructure companies, property developers, building owners, schools and local resident groups to identify challenges which can be addressed through new smart city technology and applications.

Smart Docklands showcases what can happen when a unique city district develops the level of sensor density and connectivity to make a significant jump in the quality of life for all people of the area. You can learn more about the project on [www.smartdocklands.ie](http://www.smartdocklands.ie)

We are currently seeking an Engagement and Project Manager to join the Smart Docklands Team. The role of the Engagement and Project Manager will be to lead both the offline and online engagement strategy with local residents, schools, community groups and the business community; as well as leading our communications through the website and social media channels. Core to this will be leading the development of the Academy of the Near Future ([www.nearfuture.ie](http://www.nearfuture.ie)) Smart City Education Programme. The job also involves managing a diverse range of collaborative projects with partner companies ranging from Internet of Things solutions in cities to 3D modelling, and crucially to support the delivery of the next phase of the Smart Docklands initiative. The appointee will be expected to take up his/her duties as soon as possible.

### **Post Summary**

Enable's research strands address a variety of challenges, specifically those relating to sensing and actuation at large scale in dynamic environments, analysis of large volumes of data (with challenging properties such as uncertainty and heterogeneity, security and privacy concerns) and engaging citizens in a co-design approach.

CONNECT is Ireland's Future Networks and Communications Research Centre whose mission is to research, develop and innovate new communications solutions to address many of the challenges facing society. Enable is also linked to Insight (<https://www.insight-centre.org/>), which is Ireland's Data Analytics Research Centre, and Lero (<https://www.lero.ie/>), Ireland's Software Research Centre.

The academic researchers at these organisations work in partnership with over 25 companies aiming to address a wide range of topics including water management, air pollution, transport congestion, data privacy and cyber security. The DCC-CONNECT-Enable programme involves collaboration across multiple research groups, industry partners and co-funding agencies, and an ability to understand and explain these structures will be important for the role.

The successful candidate will work as part of the Smart Docklands team in coordination with Dublin City Council, Enable and CONNECT. S/he will be expected to develop and enhance the Smart Docklands engagement programme, both online and offline, as well as lead the Academy of the Near Future Programme. S/he will have responsibility for the delivery of allocated funded research projects/programmes.

The ideal candidate will have previous experience in engagement, facilitation, participatory design and project management. A knowledge of Smart City technologies and current issues / opportunities relating to these technologies. As well as a drive to learn and adapt as new technologies and ways of working emerge.

## **Standard Duties and Responsibilities of the Post**

- Engage with Smart Dockland citizens on codesign of technology-oriented solutions in the Smart Dockland environment
- Assess and evaluate the impact of smart docklands development on local residents.
- Responsibility for the coordination, planning and implementation of project workshops, events and meetings including online and offline workshop with the local business and education community;
- Monitoring, collection and timely reporting of all project outputs, milestones and deliverables to the Management team and associated co-funding agencies;
- Responsibility for the operational project management of Enable and DCC collaborations with a focus on 'Close to Market' (high TRL level) services and products;
- Understanding the technology developments and IOT (Internet of Things) use cases underway in Enable; Communicating these advances and the use cases to DCC and collaborating companies;
- Coordinating DCC, Industry and Enable stakeholders to advance the Smart Docklands initiatives and coordinating with the Smart Dublin Initiative team in DCC to ensure alignment of the research initiatives with relevant local, regional and national strategies;
- Mapping the various initiatives of relevance in the city, including those (but not limited to) exploiting multiple sensing technologies, including video;
- Working with relevant groups in DCC to advance any of the above;
- Attending meetings of relevance to Smart Docklands and Smart Dublin where appropriate; and meeting with stakeholders through-out the city and nationally;
- Attending and demonstrating progress at showcase events and where necessary preparing materials for showcasing;
- Responsibility, when requested, for administration support in preparing and evaluating grant applications for new Smart City opportunities;
- Other roles as assigned by the Enable Director and Executive Director with regard to supporting the Enable and DCC collaboration.

## **Funding Information**

SFI Enable spoke programme

## **Person Specification**

### **Qualifications**

- Candidates must have a Bachelor's Degree or equivalent in a relevant discipline

## **Knowledge & Experience (Essential & Desirable)**

### **Essential Knowledge & Experience:**

- Minimum of 4 years' experience working within Technology / Consulting or an environment where you had substantial contact with either;
  - Proven experience of managing internal and external relationships on behalf of the organisation.
  - Experience in public engagement, both offline and online, to improve the profile of a project / initiative / company
- 
- Minimum of 4 years' experience working within Technology / Consulting or an environment where you had substantial contact with either;
  - Proven experience of managing internal and external relationships on behalf of the organisation.
  - Experience in public engagement, both offline and online, to improve the profile of a project / initiative / company

#### **Desirable Knowledge and Experience:**

- Experience of managing and/or coordinating Industry-Academic research projects;
- Understanding research for or with industry;
- Previous experience in managing multiple projects across diverse science or engineering disciplines would be of considerable advantage;
- Previous experience in preparing funding applications and a practical understanding of national, European funding schemes;
- Previous experience and the ability to demonstrate the use of Project Management methodologies and structures is desirable
- Knowledge of latest Smart City Technology Developments;
- Awareness of Dublin's Technology Ecosystem and research landscape;
- Familiarity with the process of Innovation Management, Design-Thinking and similar techniques highly desirable.

The ideal candidate will have demonstrated experience of working in a multi- faceted team environment. S/he will work well under pressure and have the ability to work on his/her own initiative

#### **Skills & Competencies**

- Excellent analytical skills - can identify a problem/risk and propose solutions to multi-faceted problems (essential);
- S/he will have excellent, interpersonal, communication and presentation skills – both written and verbal;
- S/he will be an effective and persuasive communicator with the ability to influence in a positive way and strong negotiation skills;
- Excellent time management skills and highly organized. The ability to meet deadlines while working on multiple projects simultaneously, to prioritise tasks and see through to completion (essential);
- Flexible approach – available to work outside normal hours are required on an occasional basis (essential);
- Resourceful / conscientious and self-motivated individual with a 'can do attitude' – ability to see tasks through to completion (essential);
- Excellent IT skills including experience with MS Excel, Word, Access, PowerPoint,

outlook and Google Business Suite.

### **Application Procedure**

In order to assist the selection process, candidates should submit a Curriculum Vitae and a Cover Letter (1x A4 page) that specifically address the following points in their application:

Michael Guerin

[info@smartdocklands.ie](mailto:info@smartdocklands.ie)

- Please detail how your experience and skills meet the above requirement;
- Give examples of your involvement in managing complex customer relationships involving multiple stakeholders on behalf of the organization;
- Illustrate, through past example, the ability to work on your own initiative and resolve problems, deliver results and impact;
- Relevant knowledge or experience related to smart cities and urban development

### **Note:**

Please note: Candidates who do not address the application requirements above in their cover letter will not be considered at the short list stage.

Candidates should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

### **Further Information for Applicants**

URL Link to Area	<a href="https://smartdocklands.ie/">https://smartdocklands.ie/</a>
URL Link to Human Resources	<a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a>

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time. No applicant will be appointed without this information being provided and being in order.

## **Trinity College Dublin, the University of Dublin**

Trinity is Ireland's leading university and is ranked 108th in the world (QS World University Rankings 2020). 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 is ranked as the 17th most international university in the world (Times Higher Education Rankings 2020) and has students and staff from over 120 countries.

The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success. Trinity has developed 19 broad-based multidisciplinary research themes that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. Trinity is also home to 5 leading flagship research institutes:

- Trinity Biomedical Sciences Institute (TBSI)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Translational Medical Institute (TTMI)
- Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
- Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is the top-ranked European university for producing entrepreneurs for the past five successive years and Europe's only representative in the world's top-50 universities (Pitchbook Universities Report).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of

every book published in Ireland and the UK. At present, the Library's holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals. With over 120,000 alumni, Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

### **Rankings**

Trinity is the top ranked university in Ireland and ranked 108th in the world (QS World University Rankings 2020). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 18 subjects (QS World University Rankings by Subject 2020). Full details are available at: [www.tcd.ie/research/about/rankings](http://www.tcd.ie/research/about/rankings).

### **The Selection Process in Trinity**

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/> and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/> . Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

### **Equal Opportunities Policy**

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at <https://www.tcd.ie/diversity-inclusion/diversity-statement>.

### **Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

### Application Procedure

**Application Procedure**  
Send a CV and cover letter to  
  
**Michael Guerin**  
[info@smartdocklands.ie](mailto:info@smartdocklands.ie)



**UNIVERSITY  
VACANCIES IRELAND**  
[universityvacancies.com](http://universityvacancies.com)

