



Post Specification

Post Title:	Research Assistant – Programme Delivery Manager
Post Status:	Specific Purpose Contract – One Year - Full-time
Research Group / Department / School:	CONNECT Centre, School of Computer Science & Statistics, Trinity College Dublin, the University of Dublin
Location:	CONNECT Centre, Dunlop Oriel House, Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Dr Marco Ruffini, CONNECT, Trinity College Dublin
Salary:	Appointment will be made at Level 2A (SFI Salary Scale) up to point 3, with salary up to €41,025
Closing Date:	12 Noon (GMT), 8 March 2021

Please note that Garda vetting will be sought in respect of individuals who come under consideration for a post.

Post Summary

Academy of the Near Future (nearfuture.ie) is a collaboration between Dublin City Council and CONNECT - the world leading Science Foundation Ireland Research Centre for Future Networks and Communications in Trinity College Dublin. Academy of the Near Future aims to introduce students and upskillers to the technologies at the heart of smart cities. It aims to empower citizens from all backgrounds to become engaged actors in the development of urban spaces, as technology continues to transform how we live and work in our cities.

“Visioneers” is a specific education module of Academy of the Near Future which will focus on delivering workshops to Transition Year students around Ireland. It will also involve a national competition and the development of top-class online resources. Visioneers will increase awareness and deepen understanding of connectivity and Internet of Things (IoT) technology, and promote STEM careers.

We are now seeking a Programme Delivery Manager with excellent facilitation skills to support the delivery of this “Visioneers” module and support the further development of the Academy of the Near Future.

Academy of the Near Future has emerged from Smart Docklands - a world-class smart city testbed in the heart of Dublin’s Docklands supported by Dublin City Council and CONNECT (through its ENABLE research programme). Established in 2018, Smart Docklands facilitates and enables the testing and trialling of smart city solutions in the Docklands area of Dublin city by identifying real local challenges and working with diverse stakeholders to come up with lasting solutions. Through collaborative effort, the mission is to transform the city and improve the lives of those who live and work there.

Standard Duties and Responsibilities of the Post

- Lead the facilitation of a programme of workshops and events, in-person and remotely, including hands-on technical modules using sensor technologies
- Travel to venues around the country for programme activities (subject to COVID-19 restrictions)

- Work collaboratively with the Academy of the Near Future programme team and student advisory board to understand the desired outcomes of the programme and use design thinking methodologies to design and deliver an experience that achieves those outcomes.
- Contribute to the design and content for workshops.
- Support the design and delivery of sprints to develop ideas co-designed with students and other groups.
- Support post-event follow up, and the creation and delivery of high-quality outputs in a timely fashion.
- Implement robust evaluation methodologies to support evidence-based impact claims.
- Build relationships with partners with the potential to support the programme.
- Other duties to support Academy of the Near Future.

Funding Information

The post is co-funded by the CONNECT research centre and Dublin City Council. CONNECT is funded under the Science Foundation Ireland research centres programme, and is co-funded under the European Regional Development Fund. Visioneers is funded by the Science Foundation Ireland.

Person Specification

Qualification (essential)

Third-level qualification

Qualifications (desirable)

Qualification in education, science communication, public engagement, and/or STEM.

Knowledge & Experience

- Proven experience of working with technology and teenage audiences, including group facilitation and workshop delivery
- A keen interest in innovation, design and how technology, and how it is shaping the future of our cities

Skills & Competencies

- Familiarity with sensor technologies
- Must be able to work independently, deliver quality output in a fast-paced environment
- Outstanding communications skills, and a proven ability to communicate with diverse audiences at an individual and group level
- Strong interpersonal skills, coupled with an ability to work effectively with colleagues in team setting and on own initiative
- Excellent organisational and management skills with proven ability to work autonomously, set goals and meet challenging targets and deadlines in a changing and challenging environment
- A high level of commitment to the role, with a results-focused attitude
- Excellent IT skills across a wide range of technologies and services (MS Office, social media, etc.)

Application Procedure

Applicants should submit a full Curriculum Vitae with a Cover Letter (1 x A4 page), including the names and contact details of 2 referees (including email addresses), to:-

Dr Andrew O’Connell, Education & Public Engagement Manager, CONNECT Centre
visioneers@connectcentre.ie

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

URL Link to Area	www.tcd.ie www.connectcentre.ie www.nearfuture.ie www.smartdocklands.ie
URL Link to Human Resources	https://www.tcd.ie/hr/

GARDA CLEARANCE:

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

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.

The following websites may be of assistance in this regard:

www.disclosurescotland.co.uk

www.psnipolice.uk

This website provides information on obtaining a national police clearance certificate for Australia

www.afp.gov.au

This website provides information on obtaining police clearance in New Zealand.

www.courts.govt.nz

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the applicant by post. **Any cost incurred in this process will be borne by the Applicant.**

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 6 subjects and in the top 100 in 20 subjects (QS World University Rankings by Subject 2019). Full details are available at: 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.

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VACANCIES IRELAND**
universityvacancies.com

