SCIENCE FOUNDATION IRELAND

SFI FELLOWSHIP PROGRAMME

Call for Submission of Proposals

KEY DATES	
Initial Call announcement	9th May 2016
Deadline for submission of proposals	7th July 2017

Terms of Reference

While every effort has been made to ensure the accuracy and reliability of this document, it is provided for information purposes only and as a guide to expected developments. It is not intended, and should not be relied upon, as any form of warranty, representation, undertaking, contractual, or other commitment binding in law upon Science Foundation Ireland, the Government of Ireland, or any of their respective servants or agents. Science Foundation Ireland Terms and Conditions of Research Grants shall govern the administration of SFI grants and awards to the exclusion of this and any other oral, written, or recorded statement.

All responses to this Call for Proposals will be treated in confidence and no information contained therein will be communicated to any third party without the written permission of the applicant except insofar as is specifically required for the consideration and evaluation of the proposal or as may be required under law, including the Industrial Development (Science Foundation Ireland) (Amendment) Act 2013 and the Freedom of Information Act 2014.

Contents

1.   Introduction

Science Foundation Ireland (SFI) was formally established in 2003 under the Industrial Development (Science Foundation Ireland) Act. SFI's legal remit is to promote, develop and assist the carrying out of oriented basic and applied research in strategic areas of scientific endeavour that concern the future development and competitiveness of industry and enterprise in the State. As outlined in SFI's Strategic Plan, Agenda 2020, the Foundation is committed to continuing its focus on funding excellent science that will deliver strongly on impact, thus realising significant benefits for the Irish economy and Irish society.

SFI is strongly committed to providing career development opportunities for postdoctoral researchers funded under awards made through our schemes. In particular, we advocate a rounded approach to developing research careers which may include experiences beyond the exclusively academic sphere. In line with this strategy, SFI is expanding the Fellowship Programme which was introduced to the community in 2012. The Fellowship Programme aims not only to provide career development opportunities for postdoctoral researchers funded under SFI schemes, but furthermore, is open to applications from candidates working in other relevant offices of eligible Research Bodies including but not limited to Finance, Human Resources, Technology Transfer Offices (TTO) and Innovation. It is also open to non-SFI funded researchers who may be at a natural break between projects or nearing the end of their current contract.

The SFI Fellowship programme will accept applications from individuals interested in working in the Pre-Award, Post-Award, Policy, EU, Education and Public Engagement, Communications Finance, IT, Human Resources or Administration divisions of the organisation. At certain times, SFI may also highlight key areas of need within the organisation, to which applications are strongly encouraged.   SFI is keen to encourage participation from individuals in eligible Research Bodies across Ireland.

2. Objectives of the Fellowship Programme

The purpose of the programme is to provide successful candidates with the opportunity to develop their careers through experiencing first-hand, the diversity of activities carried out by a funding agency. Some of these activities are outlined in Appendix 1.

SFI is keen to be part of a framework that enables researchers to seek and secure diverse career opportunities in areas such as industry, research funding and administration, public administration and Government Affairs. For those individuals interested in these types of careers, the Fellowship programme will provide an opportunity to develop key skills which may assist them in securing these types of roles. For research office staff, SFI offers the opportunity for Research Bodies to learn more about the administration of research funding.

The specific objectives of the programme are:

➢ To provide applicants interested in pursuing a career in research administration for example with an Irish or International funding agency, experience of the duties and activities involved in such organisations.

➢ To provide applicants interested in pursuing a career in academic research a holistic overview and understanding of a funding agency.

➢ To provide applicants interested in a career in the private sector, experience and general training in administrative duties, strategic development, strategic implementation, public administration, national policy, presentation skills, project management, communication & Influencing, problem analysis and resolution and teamwork, and a broad introduction to Intellectual Property guidelines relevant to research funded from exchequer sources.

➢ To provide candidates currently based in Research Offices, experience that will support them in effectively assisting researchers in the preparation of competitive grant applications and inform their interactions with both funding agencies and the research community in their organisation.

Through the SFI Fellowship Programme candidates will have an opportunity to gain experience in and further develop the following competencies:

- Project Management
- Teamwork
- Personal Effectiveness
- Stakeholder & Client Service – building relationships with internal and external stakeholders including Industry, Academic and Government Partners
- Presentation Skills
- Initiative & Creativity
- Flexibility & Resilience
- Communication & Influencing
- Problem Analysis & Resolution
- Networking

Successful candidates will have an opportunity to attend training relevant to their role. SFI has a comprehensive training plan for all Fellows and its HR team engage proactively with those individuals on the Fellowship Programme in developing and implementing the plan.

The successful Fellow will be assigned an SFI staff member as a mentor upon joining SFI. The mentor will provide support and guidance for the duration of the Fellowship Programme.

3.   Definitions of Applicant

The **Applicant** will be either

i)   A team member currently funded through an SFI award, or

ii)   A member of staff currently working in a relevant research body administrative office of an eligible Research Body or

iii)   Non SFI Funded researchers - the candidate must currently be on a contract in an eligible research body. It is the expectation that the applicant may be at a natural break between projects or nearing the end of their contract.

4.   Eligibility Criteria of Applicant

The applicant must be in a position to take a period of 12 to 36 months (continuous and full-time) away from their current research activities or other position within the Research Body. The applicant must upon receipt of the grant be recognised as an employee of the Research Body for the duration of the grant.

Candidates who are currently employed on an SFI Award

They must have obtained their **PhD degree or equivalent** [1] but can be at any stage of experience thereafter. It is the expectation that the applicant may be at a natural break between projects or nearing the end of their current contract.

Candidates who are currently employed on an Non SFI Award

They must have obtained their **PhD degree or equivalent** but can be at any stage of experience thereafter. The candidate must currently be on a contract in an eligible research body. It is the expectation that the applicant may be at a natural break between projects or nearing the end of their current contract.

Candidates who are currently employees of a Research Office in an eligible Research Body.

These applicants need not necessarily possess a PhD; however, a **graduate degree will be a minimum requirement with relevant qualifications as appropriate**.

The application must be supported by the VP of Research but the applicant may wish to discuss their application with their PI or Head of Department.

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[1] PhD Equivalence Policy

5. Eligibility of the Research Body

The Research Body is responsible for the overall financial and administrative co- ordination of research programmes supported by research grants from SFI. Host Research Bodies must be situated in the Republic of Ireland and be eligible for SFI funding.   A list of eligible Research Bodies is available on the SFI website. The award will be administered by the host Research Body of the Lead Applicant.

6. Fellowship Duration

For successful applicants, a fellowship will be offered for a period of up to **36 months**, including a probationary period of 6 months. SFI endeavours to select and develop candidates that are open to taking on new projects outside their current experience and have ongoing flexibility and interest in career progression and development, however, in the event that the candidate does not meet the expectation of the organization the Fellowship will be terminated.

7. Duties of the Fellow

Applicants who are successful in the Fellowship Programme and take up their position therein, will be assigned to work in the relevant division within SFI that they either selected and/or there was a skills fit (i.e. Pre-Award, Post-Award, Policy - Performance Improvement**,** EU, Finance, IT, Human Resources, Communications, Education & Public Engagement or Administration divisions). Depending on the duration of the Fellowship, they may be permitted to move between divisions in order to gain wider experience.

Fellows will support the work of the teams across a range of activities relevant to their assigned division/team. Further details on the duties and responsibilities for the various Fellowship Positions are outlined in Appendix 3.

**8.	Remuneration**

SFI will award successful applicants in the Fellowship Programme with a position in SFI for up to 36 months.

Candidates who are currently employed on an SFI Award

➢ For successful applicants currently funded through a SFI award, the Fellow will be remunerated at the rate they are currently paid through this award, and will continue to be paid through their host institutions. All terms and conditions associated with the Fellow's current contract of employment with their Research Body will continue to apply. A supplement will be paid to the award holder to cover these costs.

Candidates who are currently employed on an Non SFI Award

➢ For successful non SFI funded applicants positioned in an eligible Research Body, SFI will reimburse the Research Body for the salary and related costs of the Fellow. SFI will issue a Letter of Offer to the Research Body.

Candidates who are currently employees of a Research Office in an eligible Research Body

➢ For successful applicants currently positioned in Research Body offices, SFI will reimburse the Research Body for the salary and related costs of the Fellow. SFI will issue a Letter of Offer to the Research Body.

**9.	Application Procedure**

The Fellowship Programme will be a fixed call with a deadline at the end of each quarter; candidates are invited to submit an application and suitable candidates will be short listed for interview.

To apply to the programme, please complete the application form (see Appendix 2) and submit it with a two-page *Curriculum Vitae* and supporting cover letter, addressed to Holly Anderson, HR Executive. These documents should be submitted for the attention of Holly Anderson by email to fellowship@SFI.ie

Your CV should be a maximum of 2 pages and should focus on communicating any relevant skills and administrative experience in support of your application. We would ask that you please keep the details of your research achievements to a minimum.

Applicants should indicate which area(s) of expertise in SFI they see as the most appropriate fit for their skillset and why. Applicants are required to indicate an optimal start date, keeping in mind their current research and/or other work activities that is within 6 months of the date of their application.

Once applications are received and reviewed, suitable candidates will be selected for interview. The interviews will be conducted by a panel normally consisting of a HR Executive and two relevant division representatives.

10. Institutional Approval

Candidates who are currently employed on an SFI Award

Where an applicant is a team member currently funded through an SFI Award at the time of submission, the VP of Research **MUST** support the application made to the Fellowship programme in the first instance. The applicant may wish to discuss the application with the Award Holder/PI. By signing the application form, the VP of Research is agreeing to support the application being made by the respective fellow candidate and is confirming that there will be no negative impact on the award deliverables that the applicant is currently being supported on.

Candidates who are currently employed on an Non SFI Award

Where the application is not SFI funded at the time of submission, the VP of Research **MUST** support the application made to the Fellowship programme in the first instance. The applicant may wish to discuss the application with the Award Holder/PI. By signing the application form, the VP of Research is agreeing to support the application being made by the respective Fellow candidate and is confirming that there will be no negative impact on the eligible research body that the applicant is currently employed in.

Candidates who are currently employees of a Research Office in an eligible Research Body

Where an applicant is an employee in the Research Office or other relevant offices of an eligible Research Body, the VP of Research **MUST** support the application made to the Fellowship programme in the first instance. The applicant may wish to discuss the application with the Head of Department. By signing the application form the VP of Research is agreeing to support the application being made by the respective Fellow candidate and is in confirmation that there will be no negative impact on the office that the applicant is currently employed in. In certain cases, it may also be appropriate to include the signature of the relevant office manager.

It should be noted that a signed application denotes approval of an application and agreement with SFI's Terms and Conditions.

11. Confidentiality Clause

SFI takes all reasonable steps to ensure that information provided in the application form is treated as confidential, subject to submission to the members of its interview panel and to any obligations under law. Successful Fellows will be required to sign a confidentiality clause.

12. Research Integrity

SFI places high importance on ensuring research integrity and endorses the National Policy Statement on Ensuring Research Integrity in Ireland. All applicants and institutions are expected to abide by the aforementioned Irish Policy on Research Integrity and the European Code of Conduct for Research Integrity. SFI expects that all applicants, successful Fellows and their respective Research Bodies conduct themselves in a way which upholds the principles laid down by the European Code of Conduct for Research Integrity. Successful applicants will be asked to sign a Research Integrity Declaration prior to joining SFI under the Fellowship Programme.

13.   Conflict of Interest

Conflict-of-interest rules are applied rigorously and apply to applications of the SFI Fellowship Programme.

Where a potential conflict of interest exists, SFI requires that it is disclosed by the applicant to the Foundation in the relevant section on the application form.

14.   Questions

For frequently asked questions, please refer to the following link.

For all additional queries please contact: Holly Anderson, HR Executive at fellowship@SFI.ie

Programme Title	Science Foundation Ireland Fellowship Programme European Affairs
Duration	36 months

Key Responsibilities

- ➢ Develop significant expertise of the Horizon 2020 European framework;
- ➢ Develop a contact network of key national and international stakeholders;
- ➢ Project manage Science Foundation Ireland's engagement in European joint transnational initiatives (Joint Programming Initiatives, ERANets, etc.);
- ➢ Support colleagues across Science Foundation Ireland with European activities;
- ➢ Work closely with SFI-funded Research Centres in EU related matters;
- ➢ Keep Science Foundation Ireland's Senior Management informed of the Foundations European activities;
- ➢ Liaise with the Performance Improvement Team to maximise the impact of Census data on strategic decisions made by Science Foundation Ireland on European activities;
- ➢ Fully engage in the Science Foundation Ireland Summit;
- ➢ Information and intelligence building on the many facets of EU funding and the instruments available to the wider research community and industry;
- ➢ Proposal evaluation for EU support funding;
- ➢ Assist Pre- and Post-award with a focus on EU activities;
- ➢ Liaise with and support the SFI National Contact Points and National Delegates in ongoing activities.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Project Management*

Essential Requirements

- PhD degree or equivalent
- A self-starter with the ability to work under pressure
- Attention to detail
- Familiarity with technical tools (i.e. Microsoft Office)
- An interest and willingness to work in an office/administrative environment

Key Competencies

Programme Title	Science Foundation Ireland Fellowship Programme Pre-Award
Duration	36 months

Key Responsibilities

- ➢ Support Scientific Programme Managers in the:
  - o Evaluation of eligibility of grant applications in accordance with call requirements
  - o Identification of peer reviewers for the evaluation of grant applications
  - o Organisation of information on the website, meetings etc.
  - o Preparation for briefing meetings and webinars
  - o Preparation of review summaries, panel documentation and documentation for the SFI Executive Committee relating to the evaluation of grant proposals
  - o Internal evaluation of expressions of interest and workshop applications
  - o Scoping and design of Programmatic calls;
- ➢ Attend peer review panel and internal scientific staff meetings;
- ➢ Attend and contribute to SFI working groups;
- ➢ Attend Site reviews as required.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Project Management*

Essential Requirements

- PhD degree or equivalent
- A self-starter with the ability to work independently under pressure
- Attention to detail
- Very good verbal and written communication skills
- Familiarity with technical tools (i.e. Microsoft Office)
- An interest and willingness to work in an office/administration environment

Programme Title	Science Foundation Ireland Fellowship Programme
	Post Award
Duration	36 months

Key Responsibilities

Support Scientific Programme Managers with Post Award activities including but not limited to

➢ Award portfolio management involving collation and analysis of annual reports; reviewer sourcing for progress reviews; analysis of key performance indicators and other metrics;

➢ Collation and analysis of metrics and narrative in support of impact;

➢ Preparation of site visit briefing presentations;

➢ Contribution to Post Award updates and ad hoc reporting for SFI staff and external stakeholders;

➢ Supporting PID with the annual research outputs submissions and assisting researchers and programme managers with associated queries;

➢ Participating in working groups, including but not limited to those relevant to SESAME, Impact, Data, Research Integrity etc.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Project Management*

Essential Requirements

- PhD degree or equivalent
- A self-starter with the ability to work under pressure
- Attention to detail
- Familiarity with technical tools (i.e. Microsoft Office, in particular Excel and PowerPoint. Knowledge of Tableau also helpful)
- An interest and willingness to work in an office/administrative environment

Programme Title	Science Foundation Ireland Fellowship Programme Performance Improvement
Duration	36 months

Key Responsibilities

➤ Supporting the Performance Improvement Team in ensuring the timely completion of SFI Research Outputs, including providing support to the researchers in completing their profiles;

➤ Data cleansing of the Research Outputs data, including data validation;

➤ Analysing the Research Outputs data and making policy recommendations to the Executive Committee where appropriate;

➤ Preparing a summary of Science Foundation Ireland's activities for the Annual review of Agenda 2020; monitoring and coordinating updates of Key Performance Indicators across Science Foundation Ireland;

➤ Action Plan for Jobs

  o Preparing trackers for relevant actions in the Action Plan for Jobs

  o Preparing a quarterly update report of the Science Foundation Ireland actions to the Department of Jobs, Enterprise and Innovation (DJEI)

  o Monitoring the progress of Science Foundation Ireland's actions and ensuring that the Science Foundation Ireland Executive Committee is kept informed of progress and up-coming actions;

➤ Impact Working Group – Contributing to the Impact Working Group. Writing new case studies each quarter and updating the SFI Website accordingly;

➤ Supporting the Performance Improvement Division in data gathering, data analysis and report preparation as required;

- Dealing with queries: surveys, requests from DJEI, Department of Public Expenditure and Reform (DPER); internal enquiries for research outputs and other Science Foundation Ireland data;
- Keeping up to date with relevant policy documents, advising Performance Improvement Division on relevant content and implications for future policy direction.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Project Management*

Essential Requirements

- PhD degree or equivalent
- A self-starter with the ability to work under pressure
- Attention to detail
- Familiarity with technical tools (e.g. Microsoft Office)
- An interest and willingness to work in an office/administrative environment

Programme Title	Science Foundation Ireland Fellowship Programme Education & Public Engagement
Duration	36 months

Key Responsibilities

- Assist in the Science Foundation Ireland funding programme calls;
- Co-ordinate and support Science Week Festivals and national Science Week campaign;
- Research, coordinate and analyse statistical/factual information to support education and public engagement activities;
- Contribute to evaluation processes across education and public engagement activities;
- Updating web platforms for education and public engagement activities;
- Liaise with education and public engagement partners and stakeholders;
- Co-ordinate designated Discover funded projects;
- Reporting on and analysis of education and public engagement activities.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Project Management*

Essential Requirements

- A graduate degree will be a minimum requirement. A candidate working towards a PhD or with relevant science communication/engagement experience will be an advantage

- A self-starter with the ability to work under pressure

- Attention to detail

- Familiarity with technical tools (i.e. Microsoft Office)

- An interest and willingness to work in an office/administrative environment
- A passion for Ireland to have an engaged and scientifically informed public.

Programme Title	Science Foundation Ireland Fellowship Programme Communications
Duration	36 months

Key Responsibilities

> Production and distribution of marketing materials including tender and procurement procedures, content research, drafting and editing and validation of content;

> Organisation of corporate events – venue, catering, invitations, logistics, publicity and follow-up;

> Metrics and evaluation of impact of Science Foundation Ireland communications actions (media monitoring, web and social media analytics);

> Digital content – editing and production of digital and online content;

> Input into tactical planning for communications team, mission and vision development, operational planning;

> Participate and represent Communications on internal working groups such the Data Working Group and Pre/Post Award Directorate meetings;

> Assist in the preparation of press briefings/releases, liaising with colleagues across relevant divisions within SFI to ensure that accurate information is obtained;

> Carrying out additional research projects and activities as they arise.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Project Management*

Essential Requirements

- A graduate degree will be a minimum requirement. A candidate working towards a PhD or with relevant science communication experience will be an advantage
- A self-starter with the ability to work under pressure
- Attention to detail
- Familiarity with social media tools (i.e. Facebook, LinkedIn, Twitter, etc.)
- An interest and willingness to work in an office/administrative environment

Programme Title	**Science Foundation Ireland Fellowship Programme**
	Finance
Duration	**36 months**

Key Responsibilities

➢ Support the Accounting Manager in the preparation of the Monthly Management accounts, Directorate and Departmental accounts for SFI and reporting on variances against budget to the Line Managers/Executive/Board;

➢ Assist the Accounting Manager in the annual Budget estimates process for pay and non-pay. Providing support where required in preparing the documentation to be presented to the Executive and Audit Committee for review and approval;

➢ Preparation of the annual Financial Statements for the Foundation and preparing the audit documentation for the annual Statutory audit to be carried out by the C&AG;

➢ Co-ordinate the financial and Industry cost share reporting by the SFI Funded Research Centres and provide on-going financial support to the SFI Research Centres Post-Award Team in monitoring financial performance and target KPIs of the SFI Funded Research Centres;

➢ Co-ordinate the SFI reporting and annual Article 13 verification requirements of the SFI Co-Financed schemes in the ERDF Regional Operational programmes 2014-2020, for both the North West and Southern Regional Authorities;

➢ Pro-actively engage with all major Research Bodies (RBs) to deliver on a set of SFI approved Access Charge Plans for major pieces of Infrastructure at each RB;

➢ In conjunction with the Finance & Grants Team identify efficiencies in the Finance and Grant management processes, with particular emphasis on greater use of technology between Financial and other systems in operation at SFI;

Key Competencies

Technical knowledge	*Teamwork*
Respect & Integrity	*Problem Analysis and Resolution*
Personal Effectiveness	*Communication*

Essential Requirements

- Professional accountancy qualification
- Excellent oral and written communication skills
- Excellent ability to acquire and evaluate information i.e. data analysis, interpretation and report writing
- Excellent interpersonal/communication skills and an ability to work effectively with staff and management across all levels, both internally and externally
- Numerate and accurate with attention to detail with an ability to work within tight deadlines
- Excellent analytical skills and conceptual thinking capability
- A high level of financial modelling and related PC skills

Programme Title	Science Foundation Ireland Fellowship Programme Programmes Administration
Duration	36 months

Key Responsibilities

➢ Manage the administrative lifecycle of awards in conjunction with relevant staff, spanning proposal to grant expiry;

➢ Plan and organize mail and panel reviews, site visits, other meetings and conferences, in conjunction with relevant technical staff;

➢ Monitor the review process to ensure timely responses and analyse programme data and prepare reports as required or requested;

➢ Answer written and telephone enquiries on a wide variety of non-scientific issues from potential applicants and other interested parties. Respond directly to questions in relation to eligibility requirements, application procedures, schedules, and reporting requirements. Escalate questions/issues outside these areas appropriately and track resolution accordingly;

➢ Co-ordinate & attend meetings and take minutes as appropriate, respond effectively to all targets and priorities set;

➢ To provide support in data gathering and analysis as required for members of the Programme Directorate and undertake administrative work as required;

➢ To provide information as required to comply with reporting and monitoring requirements within the Directorate for the SFI business planning and implantation process;

- To assist the Heads of Pre & Post award and the Scientific Programme Officers in carrying out administrative duties within the Directorate;

- Carry out other special projects as assigned by the Head of Pre or Post Award;

- Identify, maintain and continuously improve programme data that is key to funding decisions, programme assessment and organizational evaluation;

- Manage and co-ordinate responses to internal and external reporting requirements; input into wider SFI structures (e.g. business planning, preparation for Executive Committee, Board etc.), and contribute to the development of SFI policies and procedures.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Organisation*

Essential Requirements

- A graduate degree will be a minimum requirement. A Masters or PhD in a STEM field would be an advantage;
- A self-starter with the ability to work independently under pressure;
- Excellent verbal and written communication skills;
- Familiarity with technical tools (i.e. Word, Excel, PowerPoint, Outlook etc.);
- Proven experience of providing comprehensive administrative and secretarial support service in a customer-focused environment;
- Ability to work with a high degree of accuracy;
- Flexible and adaptable individual with a constructive 'can do' attitude who is the willing to contribute to the development of the organisation.

Programme Title	Science Foundation Ireland Fellowship Programme SESAME Fellow
Duration	36 months

Key Responsibilities

- ➢ Supporting the Information System Manager in reviewing and analysing business processes and identifying where efficiencies can be developed to maximise business benefit for Science Foundation Ireland;
- ➢ Producing documentation supporting the streamlined processes, this would include business requirements documents, change request documents and functional specification documents;
- ➢ Produce mapping flows on the current and future states of the organisations processes and systems, developing end to end process models, operational reports, business change impact assessments, change requests, business policies and all the other documentation/structures required. Performing user acceptance testing, training and business readiness.
- ➢ Data gathering, analysis and report preparation within tight timeframes; Involved in predictive and prescriptive analytics;
- ➢ Over time chairing and managing meetings and workshops to elicit business requirements for system enhancements and reporting.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Problem Analysis & Resolution*
Project Management	*Technical Knowledge*

Essential Requirements

- MSc in Computer Science, Information Systems, Data Analytics or accounting and finance related discipline;

- Excellent presentation and communication skills, including the ability to clearly explain technical concepts to non-technical audiences;

- Excellent process design skills (process modelling, re-engineering);

- Experience of using different process methodologies;

- Experience of capturing requirements/documenting processes in a structured method;

- Experience using data pulling and manipulation tools like Tableau, VBA Macros/Excel and MySQL;

- Familiarity with Dashboard development would be an advantage;

- Familiar with relational database concepts (e.g. normalization, data warehousing) with the ability to write moderately complex SQL queries for ad-hoc analysis

- Automation and scripting experience would be an advantage;

- Advanced knowledge in MS Office including Excel, Word and Power Point and Visio.

Programme Title	Science Foundation Ireland Fellowship Programme
	Human Resources
Duration	36 months

Key Responsibilities

- To provide confidential and discreet administrative and research support to the HR Function;
- To provide administrative support for the recruitment process. Participate on interview panels at the appropriate level, giving feedback to staff and candidates as necessary;
- To manage the DCU Intra and the Job Bridge Programmes;
- To co-ordinate and continuously develop and implement an effective induction programme for new staff;
- To assist in the co-ordination of all aspects of the annual Learning & Development Programme including scheduling of facilitators, booking facilities, monitoring participant bookings and collecting data for evaluation;
- To assist training facilitators as required, in event set up and collation and distribution of materials and other administrative duties as required;
- To electronically maintain data on training and development events to facilitate the generation of reports.
- To support the Annual Performance Development Review Process and electronic maintenance of same;
- To support the annual tendering process and set up purchase order documentation in line with SFI Procurement Procedures and undertake monthly reconciliations of the HR Budget;
- To maintain and keep up to date all filing requirements in line with best practice;
- Facility Management within SFI – liaise with our sister agency to ensure staff's facility requirements are met;

- To maintain data on the CoreHR System. Involvement in Core Projects as and when they arise;
- To maintain and develop the HR section of the intranet site;
- To assist with and administer the staff benefit schemes;
- To demonstrate flexibility in undertaking any additional tasks that can arise, giving high quality customer service at all times.

Key Competencies

Communication	*Teamwork*
Respect & Integrity	*Initiative & Creativity*
Personal Effectiveness	*Organisation*

Essential Requirements

- A graduate degree in a HR related field is essential;
- A self-starter with the ability to work independently under pressure;
- Excellent verbal and written communication skills;
- Familiarity with technical tools (i.e. Word, Excel, PowerPoint, Outlook etc.);
- Ability to work with a high degree of accuracy;
- Flexible and adaptable individual with a constructive 'can do' attitude who is the willing to contribute to the development of the organisation.

Checklist

Section	Description	Requirements
Application Process	Application Form	Signed by the relevant supervisor(s)
	Applicant CV	2 pages (maximum)
	List of Publications	To be included as appropriate.
	Supporting Cover Letter	Outline the SFI division you would like to work in and why. Communicate any relevant skills & administration experience

Name of Applicant	

Under the SFI Fellowship Programme please outline your preference where 1 is your preferred choice:

Pre Award	☐	IT	☐
Post Award	☐	Human Resources	☐
European Affairs	☐	Communications	☐
Performance Improvement	☐	Public Engagement	☐
Finance	☐	Programmes Administration	☐
SESAME	☐		

NAME OF CURRENT EMPLOYER:	APPLICANT: CURRENT ANNUAL SALARY:
Host Institution	
SFI Award Holder or VP of Research:	€
Proposal ID for SFI award holder:	

APPLICANT ELIGIBILITY: (please tick the relevant box)	Potential Effective Start Date:
	_ _ / _ _ / _ _ _ _
Team member currently funded through SFI award ☐	
Member of staff currently working in a relevant admin office of an eligible research body ☐	YEAR Ph.D. Received (where applicable):
Non SFI funded researcher in an eligible research body ☐	

Please outline any actual or potential conflict of interest that may arise if successful in being appointed to a Fellowship position within SFI.

Signatures below confirm acceptance and agreement with the SFI grants and awards Terms and Conditions, that the institution ensures the applicant meets eligibility requirements and is supportive of the candidate's application to be considered for a SFI Fellowship position and that the applicant must upon receipt of the grant be recognised as an employee of the Research Body for the duration of the grant.

The Signature by the VP of research (or equivalent) is mandatory.

VP OF RESEARCH
Email Address:

Name:

Signature:

INSTITUTIONAL SIGNATORY AUTHORITY (Head of Department or equivalent)
Name:

Position:

Email address:

Correspondence Address:

Signature:

Date:

SFI FELLOWSHIP Applicant

Applicant Signature: _____   Date: _____