



<b>Programme Title</b>	<b>Science Foundation Ireland Fellowship Programme</b> <b>Individual-Led Research</b>
<b>Duration</b>	<b>36 months</b>

### Key Responsibilities

Fellows will be required to support a number of individual-led programmes. The Individual-Led Fellow will support Scientific Programme Managers with directorate activities including but not limited to:

- Processing of funding applications;
- Sourcing of expert peer reviewers;
- Organisation of site reviews;
- Review of annual reports;
- Preparation of directorate updates and reports for internal and external stakeholders;
- Preparation of briefings and webinars;
- Preparation of review summaries and documentation to support the evaluation of grant proposals;
- Assisting researchers with queries;
- Attendance and contribution to the management of site reviews, working groups and scientific staff meetings;
- Data validation and analysis;
- Analysis of narrative that supports research impact;

### Key Competencies

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

### Essential Requirements

- PhD degree or equivalent (note that we are particularly interested in receiving applications from candidates with a PhD in Computer Science);
- 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 would be an advantage);
- An interest and willingness to work in an office/administrative environment.