



Programme Title	Science Foundation Ireland Fellowship Programme Strategy
Duration	36 months

Key Responsibilities

- Supporting the implementation of SFI's ambitious new organisational strategy through constant innovation and transformation:
 - Researching international best practice of new practices and processes for SFI, for example new funding mechanisms, new review processes;
 - Continuously innovating by trialling and experimenting with new practices and processes, working across all of SFI;
 - Overseeing and monitoring SFI's progress against its new strategy, including coordinating reporting against Key Performance Indicators and metrics, using advanced data analytics tools;
 - Liaising with national and international stakeholders to progress SFI's new strategy.
- Supporting the Strategy Team in ensuring the timely completion of SFI Research Outputs;
- Monitoring progress of SFI actions in national plans such as Innovation 2020 and Future Jobs Ireland 2019 by liaising with staff across SFI and by ensuring that the SFI Executive Committee is kept informed of progress and up-coming actions;
- Analysing the Research Outputs data and making policy recommendations to the Executive Committee where appropriate;

- Dealing with queries: surveys, requests from Department of Business, Enterprise and Innovation (DBEI), Department of Public Expenditure and Reform (DPER); internal enquiries for research outputs and other Science Foundation Ireland data;

Key Competencies:

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

Essential Requirements

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