

Post Title:	Programme Manager – Neonatal Brain Injury Consortium Ireland
Post Status:	Part-time (0.5 FTE; 17.5 hours per week) 4 year fixed term contract from date of appointment
Organisation:	Clinical Research Development Ireland (CRDI)
Location:	CRDI Offices, Dublin
Reports to:	Head of Education and Development, CRDI
Salary:	Up to €26,622 per annum (€53,244 full time equivalent)
Closing Date:	No later than 12 Noon (GMT) on 18 June 2018
Application:	Curriculum Vitae and a covering letter explaining why you consider your background and experience make you a suitable candidate, with names and contact details of 3 referees. Send to Dr Mark Watson at neonatal-pm@crdi.ie

Post Summary

Clinical Research Development Ireland (CRDI; <https://www.crdi.ie>) is a not-for-profit research and education partnership of Trinity College Dublin, University College Cork, NUI Galway, University College Dublin and the Royal College of Surgeons in Ireland. CRDI advances patient care and health service delivery by supporting the development of clinical and translational research across our partner academic institutions, their medical schools and associated hospitals. CRDI works with multiple stakeholders in innovative research and education programmes.

CRDI is part of the successful *Neonatal Brain Injury Consortium Ireland* application to the Health Research Board for a Collaborative Doctoral Award in Patient-Focused Research, with responsibility for programme coordination across the partners.

This is a major collaborative structured PhD research programme led by Professor Eleanor Molloy (Consultant Neonatologist, Chair and Professor of Paediatrics, TCD and Tallaght Hospital) and co-lead Professor Geraldine Boylan (Professor of Neonatal Physiology and Director of the INFANT Research Centre, UCC). The core partners are based in Trinity College Dublin, University College Cork, NUI Galway and their associated hospitals as well as key centres, infrastructures and groups including INFANT (Irish Centre for Fetal and Neonatal Translational Research), the HRB Trials Methodology Research Network and the Irish Neonatal Health Alliance. Associated partners include international centres of excellence.

The Neonatal Brain Injury Consortium Ireland Programme Manager is an important new post that involves engagement with the partners in this programme at all levels; with academic researchers, clinicians, health and research infrastructures, patient groups, and the funder. This is an exciting opportunity for a high-calibre candidate to work in a collaborative centre of excellence on a well-resourced programme that will bring new skills and research outputs to the clinic and develop future leaders of research, innovation and care of infants.

Key elements of the programme include:

- A collaborative governance, advisory and management structure that will strategically develop and operationally deliver the doctoral programme through a high calibre student cohort, providing a well-resourced and supportive clinical research training environment with strong patient focus.
- PhD projects in areas of patient need combined with career mentoring to develop leaders and bring new skills to this important area of health research.
- A high-quality recruitment process, with well-targeted advertising and a rigorous selection process to identify outstanding candidates for the Neonatal Brain Injury Consortium PhD projects.

- A collaborative structured research training programme; including an induction, development of individual training plans, regular student cohort meetings with programme mentors, education modules, skills development and annual scientific meetings.
- Online resources, including a Neonatal Brain Injury Consortium Ireland website and a portal for students to access education modules taking place in the partner universities and track their progress in skills development.

The Neonatal Brain Injury Consortium Ireland Programme Manager will be based in the offices of Clinical Research Development Ireland in Dublin and will travel to the locations of the Consortium partners and other stakeholders / contributors when necessary to carry out their work.

Organisational Relationships

The Programme Manager will report to the Head of Education and Development CRDI, Dr Mark Watson. The successful candidate will work closely with the programme leads Professors Eleanor Molloy and Geraldine Boylan, with the other Consortium partners and with other business units within CRDI.

Responsibilities

- Develop, coordinate, and administer the Neonatal Brain Injury Consortium Ireland HRB Collaborative Doctoral Award programme.
- Manage the development of the website and web content to communicate the impact of Neonatal Brain Injury Consortium Ireland and coordinate the Collaborative Doctoral Award training activities.
- Coordinate development of, and contribute to, information and education materials.
- Manage training resources including a curriculum portal, with details of and access to relevant cross-institutional education modules, and an implementation of CRDI SkillsLog for career development.
- Support the Neonatal Brain Injury Consortium Ireland management group and other governance structures, producing reports, presentations, meeting minutes and other documents.
- Coordinate the content and scheduling of meetings and courses taking place in the Neonatal Brain Injury Consortium Ireland partners, liaising with students, speakers, instructors, facilities staff, and other contributors as required.
- Manage the recruitment process for Neonatal Brain Injury Consortium Ireland trainees and their progress in the structured PhD programme.
- Develop and manage relationships with programme partners and stakeholders, including public/patient involvement.
- Contribute to internal and external communications including website, newsletters and reports.
- Respond to enquiries regarding Neonatal Brain Injury Consortium Ireland and other CRDI initiatives.
- Assist in identifying new themes for postgraduate and postdoctoral courses and workshops in areas of strategic importance.
- Represent and promote Neonatal Brain Injury Consortium Ireland and CRDI aims and outputs in meetings and at external events.
- Assist in identifying funding opportunities at national and international level for collaborative initiatives, and in the preparation of funding applications.
- The appointee will undertake such other reasonable and lawful duties as may be directed from time to time by the Head of Education and Development, CRDI.

Person Specification

Required

- A PhD qualification in a clinical or life sciences related subject.
- A minimum of 5 years experience in academia, industry, or a research-focused organisation.
- A good understanding of the current Irish medical research environment.
- Excellent communication and interpersonal skills.
- Excellent IT skills.
- Proven project management and organisational skills, with the ability to produce high quality results within tight deadlines.
- The ability to work effectively as part of a team.

Desirable

- Experience within a commercial or academic clinical research environment.
- Experience in developing research-focused training programmes.
- Experience in a neonatal/paediatric research.

An applicant must be an EU citizen or be from outside the EU with permanent Irish resident status or a valid work permit.

Competencies

The competencies required for the post include the ability at a high level to:

- Possess and further develop a broad understanding of relevant areas of biomedical science and postgraduate education.
- Plan, coordinate and deliver complex multi-participant projects with attention to detail and deadlines.
- Motivate and empower others, who may be based outside the organisation, to reach organisational goals.
- Operate with a strong customer focus, incorporating regular assessments of current approaches.
- Communicate the vision and values of Clinical Research Development Ireland and the partners in Neonatal Brain Injury Consortium Ireland.
- Communicate clearly at an interpersonal level and in written and oral presentations.
- Be personally effective and creative.

The successful candidate will be a highly motivated individual with a high level of personal and professional integrity.