



Maynooth University Ollscoil Mhá Nuad

Hamilton Institute Research Support Officer (Grant Writer) (3-year contract)

The Role

Maynooth University is committed to a strategy in which the primary University goals of excellent research and scholarship and outstanding education are interlinked and equally valued.

The Hamilton Institute is seeking a grant writer capable of assisting Hamilton Institute faculty and affiliates with conceptualizing, writing, and coordinating funding opportunities. Funding will be targeted to state and international agencies, as well as corporations and foundations. Institute related opportunities will arise from individual principal investigators as well as multi-investigator and centre grants, and part of the role is to aid in their identification. The candidate must be highly organized and deadline-driven, with excellent writing, editing, and proofreading abilities.

Principal Duties

Administrative and other duties:

- Providing writing and editing support for research funding proposals.
- Organising and developing funding proposals, including structure and budgeting, for Hamilton Institute faculty and affiliates.
- Identifying, sharing and proposing grant opportunities related to the expertise of institute faculty and its affiliates.
- Developing and maintaining a yearly calendar of applications for institute-related proposals.
- Coaching Hamilton Institute affiliates in grantsmanship.
- Providing support for the creation of Hamilton Institute related research materials, and progress reports.
- Working with individual researchers providing advice on applicant eligibility, proposal development, compliance and feedback on research funding proposals.
- Working with other professional teams in Maynooth and external funding agencies and government bodies to ensure all proposals meet funding agency and institutional guidelines.
- Supporting the development of policies and procedures relating to research activity within the institute.
- For successfully evaluated proposals, providing support for the administrative revisions and next-step planning.



- Review of agency feedback and unsuccessful proposals to develop a roadmap for new sources of funding and/or development of revised submissions.
- Any other related duties or projects, as assigned by the Director of the Hamilton Institute.

The ideal candidate will have:

Essential requirements:

- A third level STEM degree or equivalent professional experience.
- An exceptional writer who has a clear understanding of the academic research landscape.
- Minimum of three years' experience in a research administrative, development or management role that requires similar skills.
- Experience of working with information management systems.
- Strong interpersonal and communicative skills, both written and oral.
- Demonstrable ability to communicate effectively, building relationships with academic and administrative colleagues.
- High level of administrative, organisational ability and project management skills.
- High level of accuracy and attention to detail.
- Ability to work as an effective team player working productively in a collaborative team environment.
- Ability to adapt and maintain high level of professionalism when working under pressure.
- Demonstrable ability in managing competing priorities, meeting demanding deadlines and managing workload in an often complex environment.
- Demonstrates self-motivation, flexibility and adaptability.
- Strong IT skills (incl. MS Word, PowerPoint, Excel).

Desirable Requirements:

- Masters or PhD, other postgraduate or professional qualification.
- One or more years of grant writing experience in an academic scientific setting.
- A proven track record in successful grant writing.
- Experience working in a research funding agency, a research funding or HEI research office environment.
- A good knowledge of University structures, academic procedures and research environment.
- Knowledge of the Irish and EU research funding landscape.

Faculty and Research Institutes

The Faculty of Science & Engineering comprises the Departments of Biology, Chemistry, Computer Science, Electronic Engineering, Experimental Physics, Mathematics and Statistics, Theoretical Physics and Psychology. The role of the Faculty is to co-ordinate the academic activities of individual departments, to oversee the strategic development of departments and to support interdepartmental programmes. The University has also developed a number of interdisciplinary institutes, including the Maynooth University Hamilton Institute, and the National Centre for Geocomputation, to support excellent research and to build research capacity across disciplines.



Hamilton Institute

Maynooth University's Hamilton Institute promotes interdisciplinary research spanning applied mathematics, computer science, engineering, and statistics. It aims to bridge the gap between theory and its application in science and technology. It boasts over thirty-five affiliated faculty drawn from departments across the university, and currently hosts six internationally recognised research teams working in applied probability, data privacy, molecular computing, telecommunications, and statistics and machine learning. It has strong links to a broad range of national research centres, including the SFI Research Centres CONNECT, iCRAG, I-FORM, INSIGHT and LERO. It hosts European Research Council, Science Foundation Ireland and EU Horizon 2020 grants. It co-hosts the €22M Science Foundation Ireland Centre for Research Training in the Foundations of Data Science.

The University

Maynooth University is one of the four constituent universities of the National University of Ireland and in 2019 was placed in the global top 50 universities under 50 years old in the Times Higher Education World University Rankings. Formally established as an autonomous university in 1997, but tracing its origins to the foundation of the Royal College of St. Patrick in 1795, Maynooth University draws on a heritage of over 200 years' commitment to education and scholarship. It is located in the University town of Maynooth, 25km from the centre of Dublin, Ireland's capital city.

The University is a modern institution - dynamic, research-led, engaged, and grounded in the traditions of liberal education. With more than 12,000 students, Maynooth is Ireland's fastest-growing university, yet we retain a collegial campus culture that is central to our ability to bring significant interdisciplinary expertise to bear in tackling some of the most fundamental challenges facing society today. MU has a distinctive disciplinary profile compared to other universities in Ireland, with research and teaching strengths in humanities and social sciences, science, electronic engineering, business, law and teacher education. The University has major research institutes and centres in the areas of: humanities; social sciences; mathematics, computation and communication; human health; business and service innovation; climate change; and Geocomputation.

The University has, under the *University Strategic Plan 2012-17*, further enhanced its capacity and reputation for research, transformed its undergraduate curriculum, grown postgraduate enrolments and become even more international, diverse and engaged. MU makes, and is seen to make, an important and distinctive contribution to our national system of higher education.

Maynooth University is now embarking upon a new and exciting phase with the development of the *University Strategic Plan 2018-22*, with a vision to consolidate the international reputation of Maynooth University "as a university known for outstanding teaching, excellent research, a global outlook, effective engagement with the society we serve, and our distinctive approach to the challenges facing modern higher education."

The *University Strategic Plan 2018-22* builds on the institution's strengths and accomplishments, concentrating energy and resources on further development in research and postgraduate education. The strategy focuses on:

- targeted investment in research capacity in a number of priority areas;
- extending the postgraduate portfolio and growing the postgraduate community;
- realising the full benefits of our innovative undergraduate curriculum;
- enhancing the student experience;
- comprehensive and ethical internationalisation;
- equality diversity inclusion and interculturalism as enablers of academic excellence



These strategic goals are underpinned by a commitment to invest, first and foremost in people and opportunities for their development and success, and also in the systems and infrastructure required to achieve scholarly and educational objectives.

Selection and Appointment

- Only shortlisted candidates will be invited to attend for interview;
- Candidates invited for interview will be required to make a brief presentation;
- Appointments will be approved by the President based on the report of the selection board;
- It is anticipated that interviews will be held during May 2021;
- The appointment is expected to be effective from July, 2021.

Equality and Diversity

Maynooth University values the enrichment that comes from a diverse community and seeks to promote equality, prevent discrimination and protect the human rights of each individual. To learn more about our commitment to Equality and Diversity, please read the Maynooth University [Equality and Diversity Policy](#). Additionally, as an [Athena SWAN Bronze Award](#) Institute, we are committed to advancing gender equality across the University.

We aim to reflect the diversity of the community we serve and welcome applications from all individuals.

Terms and Conditions

This is a full-time three-year contract post at the grade of Administrative Officer I.

Data Protection Law

Maynooth University will process any personal data provided by you in connection with an application for this role in accordance with the General Data Protection Regulation and the Data Protection Acts 2018.

If your application is successful and you accept an offer of employment at Maynooth University, then your personal data will continue to be processed in accordance with Maynooth University's Staff Data Privacy Notice.

Both the privacy notices and further information relating to data protection, including Maynooth University's other data protection policies and processes, can be viewed at <https://www.maynoothuniversity.ie/data-protection>

Salary

Administrative Officer I: €50,161 per annum (with annual increments)

Appointment will be made in accordance with the Department of Finance pay guidelines.



Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Friday, 30 April 2021**

Please note all applications must be made via our **Online Recruitment Portal** at the following link:

<https://www.maynoothuniversity.ie/human-resources/vacancies>

Applications must be submitted by the closing date and time specified above. Any applications which are still in progress at the closing time on the specified closing date will be cancelled automatically by the system.

Late applications will not be accepted.

Maynooth University is an equal opportunities employer

The position is subject to the Statutes of the University

