



JOB DESCRIPTION

- Job Title:** Research Support Officer
- Reporting To:** Director of Research or nominee
- Location:** Research Office, 121 St Stephens Green
- Tenure:** Research Funded Temporary Post

Objective

The objective of this post is the management and administration of institutional research programmes and of research communication and reporting.

Responsibilities include

- Responsibility for the management and administration of all aspects of the NBIPI CEMP Programme
- Contributing to the planning and coordination of management and scientific meetings and events
- Developing an online booking system for NBIPI equipment and collating information on usage of facilities and equipment
- Contributing to the preparation of funding proposals to national and international funding bodies
- Contributing to the preparation of institutional reports to funding bodies
- Working with the Director and Associate Director of Research in the planning and implementation of a research communication strategy (website and brochure) and liaising with relevant stakeholders.
- Monitoring research intranet and internet sites and ensuring that they are maintained and updated by researchers and support staff
- Updating the news section of the RCSI research internet and intranet sites
- Promoting and providing support to research staff on the use of the research database (PIs' profile) and websites as required
- Liaising with IT and database developer on issues related to database profiles, reports and website
- Planning and coordinating annual review of database and e-systems
- Preparing an annual report on research outputs (funding awards, staff and student numbers, institutional impact of publications and success stories)
- Contributing to research projects as requested.

- Performing other duties as may be required from time to time

Person Specification

- A Science Degree or equivalent is essential
- A PhD in a related discipline would be an advantage
- 1-2 years experience in a similar role is essential
- Proven project management experience with the ability to manage and prioritise several projects within deadlines.
- Excellent interpersonal and communication skills
- Excellent analytical skills
- Ability to take initiative and work with minimal supervision
- Team Player with a flexible approach.

Interested candidates are invited to submit a cover letter and their CV to Dr. Eadaoin McKiernan at eadaoinmckiernan@rcsi.ie by Thursday 12th August 2010