



OLLSCOIL NA GAILLIMHE
UNIVERSITY OF GALWAY

Notice to all current University of Galway Staff (with three months continuous service)

Note to Internal Applicants.

Successful candidates who are currently permanent employees of the University and who accept temporary reassignment, will retain the right to their permanent substantive grade with the University under the following terms:

- 1. Temporary posts of one year or less - at the end of the reassignment period, the permanent employee will return to their substantive permanent post.**
- 2. Temporary posts of in excess of one year – at the end of the reassignment period, the permanent employee does not retain the right to their substantive post but instead may be reassigned to the next suitable vacancy at their substantive grade.**

Post Title & Subject Area:	Senior Commercialisation Executive – Life Science
Unit:	Innovation Office
Post Duration:	Specific Purpose Contract
FTE:	1 FTE
Grade:	AO
Reports to:	Associate Director – Innovation Office
Comp Ref:	011382



1. Job Advertisement

Applications are invited for an appointment as Senior Commercialisation Executive, Administrative Officer, 1 FTE, SPC in the Innovations Office, OVPRI at University of Galway.

This post is being offered as a specific purpose contract and will terminate by reason of the expiry of its specific purpose. It is anticipated that the duration of this assignment will be circa 12 months.

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2025-30 - University of Galway](#)

For informal enquiries, please contact Jacinta.thornton@universityofgalway.ie +353 (0)91 492147

Salary: €84,391 - €107,651 (applicable to new entrants effective from January, 2011) and in accordance with the terms and conditions of the [QA321 University's Remuneration & Payroll Policy](#).

This appointment will be made on the Administrative Officer pay scale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Thursday, 06th November 2025. It will not be possible to consider applications received after the closing date.

Garda vetting may apply.

Appointments will be conditional on work authorisation validation. Further details are available at www.dbei.ie

For more information and Application Form please see [Jobs - University of Galway](#). Applications should be submitted online. Please see further information on how to apply here: [E-Recruit - University of Galway](#) and [Guidelines for On-line Applications \(universityofgalway.ie\)](#)

Please note that appointment to posts advertised will be dependent upon University approval, together with the terms of the Employment Control Framework for the higher education sector.

University of Galway is an equal opportunities employer.

2. Role Relationships

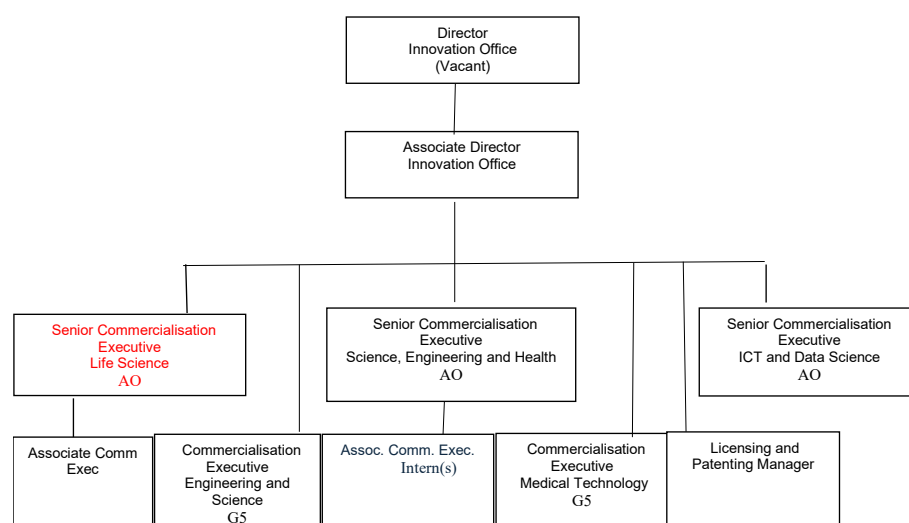
Reporting directly to the Associate Director, Innovation Office, the post holder will have specific daily contact with:

- Associate Director, Innovation Office (reporting to)
- Director, Innovation Office
- Other members of the Innovation Office
- University of Galway academic, research, technical and administrative staff across Life Science and Medical Technologies
- Colleges' administration, Research Institute/Centre Directors and Operations Managers
- Senior industry personnel, business partners and entrepreneurs
- The investment community
- Office of the VP for Research and Research Accounts
- Staff in government agencies such as Enterprise Ireland, Industrial Development Agency, Irish Research Council and Science Foundation Ireland.

The post holder has general contact with:

- Community and business leaders locally and nationally
- Knowledge Transfer managers from national and international universities and institutes
- Commercialisation specialists at Enterprise Ireland
- Senior staff in the President's Office, Research Accounts, Careers and Placement Office Bursars Office and Registrar's Office
- Knowledge Transfer forums

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

The University of Galway is an ambitious, globally facing university with a vibrant, attractive research and innovation ecosystem, with an emphasis on engagement and a focus on impact. The mission of University of Galway Innovation Office is to support our staff and students to develop their innovations and to collaborate with industry and the community to transfer knowledge and technologies.

With the support of the Technology Transfer Strengthening Initiative, the Innovation Office has created a high-performing and sustainable environment for knowledge transfer. The office has a strong track record in achieving its targets and delivering on the University's strategy for innovation. In line with Regional Needs and National Smart Specialisation Strategy for Innovation (2022-2027) (NSSSI) and with the support of KT Boost, our goal is to scale and grow in a number of key priority areas over the coming years so that the University can excel as a key innovation and economic driver in our region.

The University of Galway has made a significant contribution to research in areas such as Life Science and Medical Technologies. The Innovation office is now seeking to appoint a Senior Commercialisation Executive to join our team who will combine the leadership, strong technical expertise and track record in commercialisation to deliver the tangible returns from our research spanning these areas.

The Senior Commercialisation Executive – Life Science will be responsible for developing a pipeline of high value commercial and socially useful projects through industry and community collaboration, consultancy, licensing and start-up generation. She/he will identify new collaboration opportunities and help drive internal awareness of the needs of industry and community and match those needs to specific capabilities within University of Galway. She/he will help to promote the University's innovative and creative capability internally and externally through events/networking and marketing.

S(he) will manage technical IP, protect IP assets and develop impact through community engagement, licensing and spin-out creation. S(he) will manage alliances and establish a network of relevant contacts that can be drawn upon to deliver outcomes quickly.

4. Main Duties and Responsibilities

Leadership

- Develop a knowledge transfer programme which engages the Life Science and Medical Technology research community internally and partners, investors and funders externally to realise potential impact of the University's capability in these areas.
- Build a team which identifies, secures, and manages the outputs of Life Science and Medical Technology research and develops these into high value commercial projects
- Build relationships with commercial industries, ensuring a flow of high-quality projects

Management

- Support the Associate Director in the development and implementation of the strategy and operations of the knowledge transfer function
- Contribute to the development and implementation of the University's policies and processes with respect to commercialisation
- Deputise for the Associate Director, if required

Knowledge Transfer

- Drive and support the creation of start-up companies
- License technology to industry and external stakeholders and negotiate terms related to research collaboration
- Develop service and consultancy arrangements with commercial industries and negotiate terms related to those collaborations
- Identify market opportunities and needs, and influence the academic and research community at University of Galway to undertake research in commercially relevant fields
- Identify cross disciplinary opportunity to create novel projects in Life Science and Medical Technologies
- Assimilate and understand scientific and technical issues and assess their commercial potential
- Work with academic and research staff to build a pipeline of commercial research projects and support research-funding proposals
- Provide advice on commercialisation including conducting technical and commercial evaluations of inventions
- Develop and execute commercialisation strategies and plans for the IP portfolio
- Develop patenting strategies for technologies
- Identify market opportunities/needs and feedback to influence academic/research clients at the University to undertake research in commercially relevant fields

- Negotiate confidentiality agreements, material transfer agreements, collaborative research agreements, licensing and shareholders agreement and any other agreements relating to commercialisation of University IP, with assistance from in-house lawyer as needed
- Promote awareness of IP, entrepreneurship and commercialisation across the University and with industry
- Maintain a high-level understanding of technology, commercialisation, and industry trends

Alliance Management and Business Development

- Build and leverage relationships with academics, community, commercial partners, investors, funders, and other stakeholders to ensure a flow of high-quality commercial projects to the University
- Maintain strong working relationships with Enterprise Ireland and other state funders
- Source and work with companies to engage in collaboration research project with the University
- Facilitate contact between industry and community leaders and University of Galway academic and research personnel
- Represent University of Galway at relevant Knowledge Transfer Ireland forums

5. Requirements for the role:

The successful candidate will demonstrate the eligibility requirements below in terms of qualification, skills and experience:

Essential Criteria

- A primary degree in a Natural Science or Health Sciences discipline
- A post-graduate degree in one of the areas above or >3 Experience in more than one of the following areas: research and development; technology development; licensing; strategy development and implementation; business development, and marketing and sales in one of the domain areas described above
- >3 years' experience in the identification and management of IP and patent filings, and devising patenting strategy to support the commercial objectives of projects.
- >3 years' experience constructing technology development roadmaps and technology commercialisation strategies and linking same to patenting strategies
- >3 years' experience in the negotiation of agreements relating to intellectual property or research or commercialisation
- Experience working with the technology areas described above & evidence of a managed relationship network with Life Science or Medical Technologies research communities

- >3 years' working knowledge and practical experience with knowledge transfer in an academic or innovative environment as well as experience of grant supported R&D collaborations

Desirable Criteria

- A post graduate business degree
- A qualification or accreditation pertaining to knowledge transfer or IP or business development
- Experience in a start-up company or similar in product development, commercial strategy development, marketing or business development role in industry

The above criteria will be utilised to shortlist and select candidates for interview.

Application

A. Existing University of Galway employees

If you are an existing University of Galway employee, please use the University of Galway Core Portal to apply for this post. The following is a link to the Core Portal <http://ess.universityofgalway.ie>. Core Portal user guides can be found at <https://www.universityofgalway.ie/human-resources/employeeselfservice/>. Please ensure that you read the attached guide prior to applying for this post and allow sufficient time to make your online submission in advance of closing date. Please note that closing dates/times cannot be extended for user error.

Unfortunately, late applications cannot be accepted.

Agency staff who have three months continuous service with the University can apply for internal vacancies. Further information on CORE portal can be found here [CorePortal User Guide - University of Galway](#).

Employment permit restrictions apply for this category of post.

The completed application document must be submitted online to reach the Human Resources Office no later than **Thursday, 06th November 2025**.

B. All applicants will receive an acknowledgement of application.

If you do not receive an acknowledgement of receipt of your application or if you have any other queries regarding the application process please contact recruit@universityofgalway.ie or telephone 091-492151.

C. Incentivised Scheme for Early Retirement (ISER):

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees are ineligible to apply for this position.

D. Pension Entitlements:

This is a pensionable position. Details of the applicable Pension Scheme will be provided to the successful candidate. The Pension element of this appointment is subject to the terms and conditions of the Pension scheme currently in force within the University. This Scheme may be amended or revised by the Irish Government or its agents at any time.

The Public Service Superannuation (Miscellaneous Provisions) Act 2004 set a minimum retirement age of 65 and removed the upper compulsory retirement age for certain New Entrants to the Public Sector on or after 1 April 2004. Effective from 1st January 2013, The Single Public Service Scheme applies to all first-time new entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. Compulsory retirement age will be 70.

F. Collective Agreement: Redundancy Payments to Public Servants:

The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

Please refer to Revenue circular (www.revenue.ie/en/about/foi/s16/income-tax-capital-gains-tax.../05-05-19.pdf) for information on revised tax arrangements which may apply on rehire if you have previously received a redundancy payment from University of Galway.

G. Department of Health and Children Circular (7/2010):

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition.

H. Declaration:

Applicants will be required to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However, it is not intended to be an exhaustive

list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

J. Work Permits:

Work permits are permits which are granted to non-EU/EEA Citizens to allow them to work in Ireland legally. It's an illegal offense to work in Ireland without a work permit and both the employer and the employee are held responsible. For more information on work permits and for future updates, visit the Enterprise, Trade and Employment website www.djei.ie. Please see list of ineligible categories for work permits at <https://dbei.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility//>

Assessment Procedure

A. Board of Assessors

Applications will be considered by a Board of Assessors, who will shortlist and interview candidates. All applications and other materials submitted by applicants will be treated in strict confidence by all panel members and others involved in the administration of the recruitment. No information about the identity of applicants, or details of their applications, will be released to others, except where it is necessary as part of the selection process.

B. Interview Dates

Candidates will be advised of arrangements in due course. We endeavour to give as much prior notice as possible for interview dates etc. Candidates should make themselves available for interview and presentation on the date(s) specified by the University.

Candidates who do not attend for interview or other test when and where required by the University or who do not, when requested, furnish such evidence as the University requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

C. Referees

Referees listed on the application form of the successful candidate will be contacted following interview, with the exception of academic posts.

D. Offer

All candidates will in due course be notified of the outcome of their application. The Human Resources Office will offer the post to the candidate appointed once the appointment has been made by the University Appointing Authority. The successful candidate will be required to submit evidence of age, original qualifications and may be required to complete a medical examination.

Once a conditional job offer has been made, the candidate will be asked to complete a confidential pre-employment health questionnaire that the University's Occupational Health Service will use in order to assess medical fitness to undertake the duties of the post. The information provided on the questionnaire will be used (i) to assess the candidates medical capability to do the job applied for; (ii) to determine whether any reasonable adjustments may be required to accommodate any disability or impairment which the candidate may have; and (iii) to ensure that none of the requirements of the job for which the candidate applied would adversely affect any pre-existing health conditions the candidate may have.

Human Resources Office.