



OLLSCOIL NA GAILLIMH
UNIVERSITY OF GALWAY

Unit	Office of the Vice-President for Research and Innovation
Post Title & Subject Area	Director of Innovation
Post Duration	Permanent, Full-Time
Level	Associate Secretary
Reports to	Vice-President for Research and Innovation
Competition Reference	011775



1. JOB ADVERTISEMENT

Applications are invited for an appointment as Director of Innovation, a full-time, permanent position, at the University of Galway.

The University of Galway is an ambitious, globally facing university with a vibrant research and innovation ecosystem, and an emphasis on engagement and impact.

Reporting to the Vice-President for Research and Innovation, the Director of Innovation drives innovation, entrepreneurship, and commercialisation of research output and leads the Innovation Office, a key driver of Galway's innovation and entrepreneurial ecosystem.

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) and with the support of KT Boost, the goal is to scale and grow in several key priority areas over the coming years so that the University can excel as an innovation and economic driver in our region.

The Innovation Office drives the translation of research outputs, expertise, and infrastructure into societal and economic impact. It partners with researchers to identify, develop, and protect new inventions, and works with industry to build collaborations and licensing opportunities. It also strengthens entrepreneurial activity by supporting spinouts and early-stage companies through the University's Innovation Centres, while supporting innovation-led regional and national growth.

Since 2020, the University has created 24 new spin-out companies, identified 240 new inventions, and undertaken 300 new industry collaborations. The Innovation Office has supported more than 100 start-ups that have collectively secured €800m in funding and created over 3,300 jobs.

As outlined in the University Strategic Plan 2025-2030 *Of Galway, For the World*, the University is deeply embedded in a city recognised globally for innovation across health, sustainability, and the creative sectors, supported by strong international and indigenous enterprise and a vibrant start-up culture. Galway is also one of six global hubs for medical technologies. The University is also home to national innovation programmes including BioInnovate, Construct Innovate and the new ARC Hub for HealthTech, as well as being the leading performer in the Disruptive Technologies Innovation Fund.

The postholder will continue to support our areas of existing strength and look to develop new domains based on our research ambitions.

Information on the Innovation Office is available at <https://www.universityofgalway.ie/innovation/>

Information on the University's Strategic Plan is available at: [Strategy | Straitéis 2025-2030 - University of Galway](#)

For informal enquiries, please contact Josephine.hynes@universityofgalway.ie

Salary: €111,114 - €148,547 per annum pro rata for part time/short term roles (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 Associate Secretary scale in line with current Government pay policy.

Closing date for receipt of applications is 17:00 (Irish Time) on Thursday, 4th of June 2026. It will not be possible to consider applications received after the closing date.

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 appointments 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.

At the University of Galway, we celebrate diversity and believe that every candidate can bring unique perspectives, talents and approaches to our University community. We actively encourage applications from all backgrounds regardless of race, religion, gender, family status, civil status, membership of the Traveller community, sexual orientation, disability or age. We value flexibility and recognise that a work-life balance is essential. We offer flexible working arrangements, including hybrid options, to accommodate the diverse needs of our staff. Our commitment to inclusivity extends beyond recruitment as we foster a friendly and supportive work environment, where all work styles are valued and respected. The University is committed to providing reasonable accommodation where required. Join us in shaping a workplace that thrives on diversity, creativity and collaboration.

2. Role Relationships

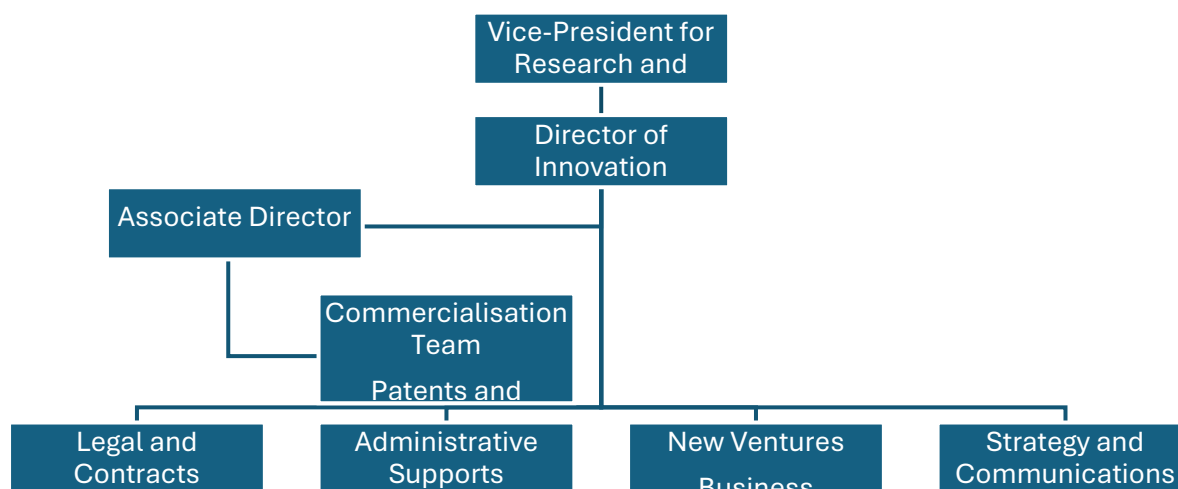
Reporting directly to the Vice-President for Research and Innovation the post holder will have specific daily contact with.

- Staff of the Innovation Office
- Staff of the Office for Vice-President for Research and Innovation Office
- PIs and researchers engaged in commercialisation and innovation
- Vice-Deans for Research and Innovation and Research Institute Directors
- Senior Industry leaders
- Entrepreneurs in SMEs
- Investors and Venture Capital
- Staff of Agencies involved in development (including Enterprise Ireland, WDC, Teagasc, Research Ireland, SEAI, EIT)
- National and Regional Start-Up Hubs and Accelerators
- University Management Team
- Business Development Managers in Colleges, Institutes and Centres
- President's Office staff working on Development
- Research Accounts Office

The post holder has general contact with:

- Directors of Innovation in Irish, European, and Global Universities
- Industrial Forums
- Human Relations Office
- Bursar's Office
- Civic, Regional and National Political and Business Leaders

Organisation chart to illustrate position of job holder:



3. Main Purpose of Job

The University of Galway seeks to appoint a leader who will drive innovation, entrepreneurship and commercialisation of research output in the University.

The post holder will provide senior leadership, management and strategic direction for the University in the areas on innovation, knowledge transfer and commercialisation, enterprise development and consultancy services.

Reporting to the Vice-President for Research & Innovation, the Director of Innovation will be responsible for leading the delivery of the university's strategic goals for innovation and commercialisation of research.

This is a senior role that requires a leader with vision, energy and a track record of delivery, who understands both commercial and academic environments and can build strong relationships to deliver success.

The Director will represent the university's aspirations and achievements in innovation to regional, national, and international stakeholders. They will exert influence in business ecosystems to maximise the impact of the university.

4. Main Duties and Responsibilities

This is a unique opportunity for the successful candidate to play an important role in supporting the University to deliver the strategic objective of distinctive research for the world. The post holder will collaborate with other key leaders across the University to:

- Develop and implement strategic initiatives that further develop University of Galway as a leading University in innovation, knowledge transfer, and entrepreneurship.
- Build and sustain effective partnership internally and externally to ensure that University of Galway is a strong contributor to the national and international innovation ecosystem and delivers commercial impact for its research
- Within this context, work closely with the faculty and researchers in the four colleges and the Research Institutes to identify and develop IP, spin-outs, licensing and commercial relationships.
- Work closely with agencies such as Enterprise Ireland, Knowledge Transfer Ireland, Research Ireland, Western Development Commission, Údarás Na Gaeltachta, Northern and Western Regional Assembly, Galway City and County Councils, government departments, and semi-government bodies to promote University of Galway's Innovation and entrepreneurial activities.
- Build effective partnership with industry and commercial entities.
- Develop and manage University of Galway knowledge transfer and commercialisation activities and build a strong pipeline of innovation and commercialisation related activities.

- Collaborate as appropriate to support University of Galway education and training programmes in innovation and enterprise development.
- Leverage the marketing opportunity presented by University of Galway leadership in the innovation/commercialisation agenda to build institutional reputation.

Innovation Leadership

- Work as part of the leadership team within the Office of the Vice-President for Research and Innovation Office to enhance the success of the unit and the University and deliver on the Research and Innovation.
- Work with other key leaders within the University to create a shared vision and ambition for innovation, entrepreneurship and commercialisation in University of Galway.
- Promote the University's activities to external industry partners, government agencies and other stakeholders to win support and funding for University of Galway research and innovation initiatives.
- Work with the full breadth of University of Galway's academic units and research institutes to produce strategic innovation plans. Create a continuum of innovation and entrepreneurial activities from undergraduate to researchers and academics.
- Contribute to the shaping of research and innovation strategy and policy at national and EU Levels.
- Ensure the appropriate provisions of specialist expertise and advice to University of Galway leadership on all issues relating to innovation, entrepreneurship, and commercialisation.
- Provide vision and advice to the Vice-President, and through that function to the University Management Team and Údarás na hOllscoile.
- Manage portfolios of high-level relationships and partnerships relevant to the innovation networks.
- Develop communication and outreach programmes supporting the engagement in innovation.
- Lead the innovation and development of high-quality support services for innovation for the University community.
- Cultivate, promote, and embed a culture of innovation across the University.
- Project the university's leadership in innovation regionally, nationally and internationally.
- Influence and shape the future direction of university and national innovation policy.

Enterprise Development

- Encourage and support the development of campus companies spinning out from University of Galway research programmes.
- Attract and support the growth of spin-in companies in University of Galway enterprise facilities.

- Identify, develop and steward partnerships with indigenous industry and multinational companies in education, research and consultancy.
- Ensure University of Galway's relationship with enterprise-facing government agencies and enhanced and optimised.
- Ensure that University of Galway is networked to European Union research, innovation and enterprise programmes.

Operational Management

- Lead the development and oversee the management of the services and programmes provided by the Innovation Office, such as training, partnerships, mentoring, IP protection, licensing, fund-raising and scaling up.
- Provide professional leadership and direction to the team in the Innovation office to ensure that performance is managed effectively.
- Drive a culture of continuous improvement across all innovation, entrepreneurship and commercialisation services to ensure optimal support to University of Galway researchers and other stakeholders.
- Responsible for all day-to-day operational management of the Institute including business development, progress monitoring, liaison with academic and industrial partners, financial management, people management, resource allocation, management of issues/risks, management of the governance processes, and compliance with reporting requirements.
- Ensure the delivery of the Innovation Office KPIs in terms of spin-outs, licences, invention disclosures etc.
- Drive a culture of partnership and ambition in the Innovation Office.
- Ensure compliance with relevant legislation and university governance, and policies and procedures protocols in commercialisation of research, protection of intellectual property, and other domains relevant to the innovation function of the university
- Create processes to ensure alignment with university policies and procedures in all relevant areas.
- Align the team in the Innovation Office to achievement of the university's strategic goals.

5. Requirements for the role:

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

- A level 8 degree in a relevant area.
- Minimum of 15 years professional experience in the field of Innovation and commercialisation, and 5 years' operating at the most senior levels in either a large organisation or a third level institution.

- Minimum 10 years of demonstrable experience in IP protection, licensing, spin-out & start-up management, supporting SMEs in fund-raising, deep understanding of inter-institutional and university-industry partnerships, relevant legal matters, proven track record of success in innovation, entrepreneurship and commercialisation of research outputs.
- A qualification or accreditation pertaining to knowledge transfer or IP or business development (e.g. RTTP or CLP).
- Excellent people management skills, including ability to lead and influence, to achieve excellence and achievement.
- A well developed and demonstrated understanding of the current innovation and higher education landscape.
- Strong communication and negotiating skills.
- Expert Knowledge and understanding to develop a vision for the unit and to translate that vision into action.
- Ability to foster an environment of innovation and change.
- Experience of project management and a proven ability in driving and managing change in a large complex multifaceted organisation.
- Evidence of leadership in and/or demonstrated commitment to gender equality and the broader equality, diversity and inclusion agenda.
- Strong stakeholder engagement and development.
- Demonstrate a strong knowledge, understanding, and ability to foster a culture of continuous improvement and ability to develop creative solution to complex issues.
- Proven track record to support a team to deliver and perform in a complex changing environment.

Desirable Criteria

- A postgraduate qualification in a relevant area of science, technology and/or business (up to PhD, MBA or professional qualification).
- Experience of commercialising research.
- Experience in establishing a successful company that led to multiple rounds of funding and impact on the market.
- Knowledge of Irish state agencies and commercial sector.
- Experience of liaising with a range of industry leaders in Ireland and abroad.
- Knowledge of university policies and procedures.

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.

Please note agency staff will need to have three months' continuous service at the closing date of the advertised post. 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 **17:00 (Irish Time) on Thursday, 4th of June 2026**.

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 <https://www.revenue.ie/en/tax-professionals/tdm/income-tax-capital-gains-tax-corporation-tax/part-05/05-05-19.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://dbe.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 candidate's 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.