Ollscoil Mhá Nuad
Maynooth University

Innovation Value Institute
Project Manager (Entrust/Digi+)
(Specified Purpose 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.

We are recruiting a Project Manager who will coordinate the operations and management of two European Projects on Data Governance and Digital Transformation. (1) EnTrust: 'Next Generation of Trustworthy Agri-Data Management' is a doctoral network funded by Marie Skłodowska-Curie Actions (MSCA). The doctoral network will train a cohort of 11 Doctoral Researchers in an intersectoral, international and interdisciplinary setting with the aim to establish a new generation of Data Executives that are able to advance the state of the art in sharing data in a fair, transparent, and trusted environment. (https://entrustdn.eu/) (2) DIGI+ is a world-class research fellowship Project, cofunded by Marie Skłodowska-Curie Actions (MSCA), on Sustainable Digital Transformation that aims for a new generation of creative, entrepreneurial and innovative researcher leaders, able to face current and future challenges aligned with EU's Digital and Green Agenda.(https://digipluscofund.eu/)

The successful candidate will collaborate closely with the Project team, the members of the consortias and manage the relationships with the operations Teams in the Innovation Value Institute, the Research Office and the supporting SFI funded research Centres and project partners.

The Project Manager will have the responsibility for overseeing and managing the two European MSCA Projects, coordinating related activities, preparing meetings, events and training, preparing and consolidating required project deliverables, promotional information and dissemination and managing the reporting requirements. The Project Manager will be located at the Innovation Value Institute (IVI) at Maynooth University, be part of the IVI operations team and reporting directly to the Principal Investigator, Prof. Markus Helfert.

Principal Duties

Administrative and other duties:

This will include:

- Responsible for the management of both European Projects. Examples include preparing documents, deliverables and reports and performing operational tasks and ensuring that all project outputs (including research objectives) are delivered to the agreed appropriate levels of quality, on time and within budget and coherent with the overall project objectives.
- Design and implement the local project plans, including: project scope definition, work break-down, resource planning, schedule development, budgeting and reporting requirements.
- Evaluate the performance of all aspects of the projects, resolve issues or escalate as required
- Ensure intellectual property assets are managed appropriately, ensuring data confidentiality and data management as needed.
- Liaising closely with the operations teams and consortium partners, relevant academic institutions and key stakeholders in project related tasks including (i) recruitment and project setup, (ii) monitoring and reporting of project progress, (iii) preparing deliverables and milestones (iv) communication and dissemination activities.
- Monitor and provide project progress and status reports on all aspects of projects, including financial status reports of each project and track project costs in order to meet budget.
- Provide wide range of admin support as required. Some examples - Planning & organising internal & external (including International) events, meetings and training events including the development and preparation of material, logistics, invites, rooms set up, travel bookings, Invoice requests/queries, dealing with general enquiries (internally and externally), Chair weekly meeting to ensure all activities are complete against their deadline, minute taking, follow up and liaise with the researchers as required, communicate any decision/ requirements to the relevant researchers/partners
- Manage communication and dissemination of activities within the projects and manage project social media, website and digital marketing activities.
- Communicate and liaise with administrative functions in the University including at senior level.
- Support with identifying and exploiting new funding initiatives and opportunities.
- Any other activity related to the projects requested by the Principal Investigator

The ideal candidate will have:

Essential

- Bachelor's degree in computer science, business, or a related field
- Project management skills to develop and manage the work packages outlined in the project agreement.
- Experience working in a multi-stakeholder, interdisciplinary community within national and European research projects.
- Strong presentation skills and excellent written and verbal communication skills with experience of report writing.
- Strong analytical and problem-solving skills and the ability to think creatively and critically.
- Ability to lead and motivate colleagues, to exercise influence and judgement and to challenge positively while working with a variety of stakeholders .
- Ability to work well under pressure and ability to work well on own initiative
- Experience of working in a dynamic research environment
- Excellent Microsoft office 365 products skills and experience with Project management software.

Desirable

- Master's degree in computer science, business, or a related field
- Digital marketing and events management experience particular with outreach and event management in an academic research environment
- Experience in the use of social media and other communication channels to promote scientific dissemination and enhance project visibility
- Project Management certification

The Innovation Value Institute

The Innovation Value Institute (http://ivi.ie) at Maynooth University is a multidisciplinary research centre focused on digital transformation, technology management & adoption challenges. The institute was founded in 2006 and has a strong track record of industry collaboration both locally and internationally. IVI has an excellent dissemination capability including education and training and has a close working relationship with academic institutions internationally.

The University

Maynooth University is a very distinctive university, a collegial institution focused on science and engineering, humanities, and social sciences, and equally committed to research, teaching and community engagement. Located in Ireland's only university town, its distinctive features and character owe much to its unique history and heritage. It provides a high-quality educational experience to over 15,000 students on a campus with 18th century roots and 21st century dynamism.

The strategic trajectory and accomplishments of Maynooth University, in the 25 years since its establishment as an autonomous public university, are exceptional, and a source of great pride to the university community, staff, students and alumni. Maynooth University in 2024 ranked in the top 90 global Times Higher Education (THE) Young University rankings, placing 86th in the world. Maynooth University's growing global reputation is based on the originality, quality, importance and impact of its research and scholarship, commitment to teaching and learning, the quality of academic programmes, and its leadership in widening participation in higher education. The sources of success are the dedication of its staff and the energy and engagement of its students.

Maynooth University is a place of lively contrasts – a modern institution, dynamic, rapidly-growing, research-led and engaged, yet grounded in historic academic strengths and scholarly traditions. With over 15,000 students Maynooth offers a range of programmes at undergraduate, postgraduate and doctoral level in the humanities, science and engineering and social sciences, including business, law and education. The University also offers a range of international programmes and partnerships.

Maynooth's unique collegial culture fosters an interdisciplinary approach to research, which its world-class academics bring to bear in tackling some of the most fundamental challenges facing society today. The University's research institutes and centres consolidate and deliver this impact as vibrant communities of learning, discovery and creation. Research at Maynooth also is very much central to its teaching and the University prides itself on placing equal value on its research and teaching missions.

Maynooth University's Values

Our values define who we are, what we believe in and how we act as a community. They underpin our future success and guide our expectations of ourselves and each other. Our values apply to everyone in the University community:

- Integrity
- Collegiality
- Responsibility
- Freedom of expression
- Ambition

Maynooth University Strategic Plan 2023 – 2028

The University's Strategic Plan 2023 - 2028 builds on our rich academic history and strong foundations to set out an ambitious and forward-looking path for the future of our University. This roadmap underscores our commitment to adapt to a changing world while staying true to our values.
Our vision is to be a university of excellence, opportunity and impact, having a significant stake in all three.

For more information about Maynooth University's future direction, please visit: https://strategy.maynoothuniversity.ie/

Plean Straitéiseach Ollscoil Mhá Nuad 2023 - 2028

Tógann Plean Straitéiseach na hOllscoile 2023 - 2028 ar ár stair acadúil shaibhir agus ar ár mbunchlocha láidre chun conair uaillmhianach agus cheannródaíoch a leagadh amach do thodhchaí ár nOllscoile. Soiléiríonn an treochlár seo ár dtiomantas do dhul i dtaithí ar dhomhan atá ag síorathrú agus ár ngníomhaíochtaí a chur in oiriúint dó, agus san am céanna a bheith dílis dár luachanna Ollscoile. Is í an fhís atá againn a bheith mar ollscoil feabhais, deiseanna agus tionchair, agus lámh láidir a bheith againn i ngach ceann de na trí ghné seo.

Léigh anseo le haghaidh breis eolais faoi thodhchaí Ollscoil Mhá Nuad: https://strategy.maynoothuniversity.ie/?lang=ga

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 2025;
- The appointment is expected to be effective from June 16th, 2025, or as soon as possible thereafter.

Equality and Diversity

Maynooth University actively works to ensure equality, celebrate the diversity of our community, and promote inclusion. To learn more about our commitment to Equality and Diversity, please read the Maynooth University Equality and Diversity Policy / Polasaí Comhionannais agus Éagsúlachta, our policy on the Employment of People with Disabilities, and our Gender Equality Action Plan 2023-2026.

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

Terms and Conditions

Tenure	This a full time, temporary post for a specified purpose, anticipated to be 24 months duration.
Salary	Administrative Officer II (2025) €45,958- €55,547 p.a (Points 1-5) Appointments will be made in accordance with public sector pay provisions.
Hours of work	A 35-hour working week is in operation in respect of full-time positions (pro-rated for part-time positions). This can be reviewed or adjusted from time to time through national agreements.
Location	The place of work is the campus of Maynooth University, Maynooth, Co. Kildare.
Annual Leave	Annual leave and public holidays are provided for in the University policy: https://www.maynoothuniversity.ie/human-resources/policies/annual-leave-policy Annual leave will be allocated on a pro-rata basis for part-time and temporary positions.
University policies and schemes	Employees of the University will be subject to the terms of the University policies and schemes, available on the University website at: https://www.maynoothuniversity.ie/university-policies https://www.maynoothuniversity.ie/human-resources/policies
Pension	This is a pensionable post. Employees of the University will enter into a public sector pension scheme, and as such, applicants must ensure they are eligible to become a member of a public sector pension scheme for the duration of the appointment. Details of the public sector pension schemes are available at: https://www.maynoothuniversity.ie/human-resources/pension-information
Eligibility	Applicants should note that eligibility is determined by the Department of Enterprise, Trade and Employment. Further information regarding eligibility is available at: https://enterprise.gov.ie/en/what-we-do/workplace-and-skills/employment-permits/employment-permit-eligibility/ Non-EEA applicants are responsible for ensuring they can secure a visa to travel to Ireland. Any offer of employment is conditional on applicants securing the appropriate employment permissions. **Former Irish Public Service employees - Certain Restrictions on Eligibility** Eligibility of applicants formerly employed by an Irish Public Sector body, and who availed of an Irish Public Service Redundancy or Incentivised Retirement Scheme under the Schemes below, may be affected:

	• Collective Agreement: Redundancy Payments to Public Servants • Incentivised Scheme for Early Retirement (ISER) • Department of Health and Children Circular (7/2010) • Department of Environment, Community & Local Government (Circular Letter LG(P) 06/2013) Applicants should ensure that they are eligible to be re-engaged in the Irish Public Service under the terms of such Schemes. Applicants should address queries with their former Irish Public Sector employer.
Garda vetting	Garda vetting or clearance may be required by the University.
Medical	The University may require a medical examination as a condition of employment.

Data Protection Law

Applications to the University will be treated in accordance with the University Data Protection Policies. For information on the University's Data Protection Policies and Privacy Notice, please see our website: https://www.maynoothuniversity.ie/data-protection

Application Procedure

Closing Date:

23:30hrs (local Irish time) on **Sunday, 4th May 2025**

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