



**IRISH RESEARCH COUNCIL**  
An Chomhairle um Thaighde in Éirinn

## COMPETITION

**Title of Positions:** Role A: Postdoctoral Fellow Internship – European Engagement & Programme Support

Role B: Postdoctoral Fellow Internship – New Foundations & COALESCE Programme Support

Role C: Postdoctoral Fellow Internship – Citizens’ Assembly for Gender Equality Programme Support

**Duration:** Role A & B: Min. 1 year

Role C: Approx. 6 months

**Location:** Role A & B: Irish Research Council, 3 Shelbourne Building, Shelbourne Road, Dublin 4

Role C: Citizens' Assembly, 16 Parnell Square, Dublin 1

*“The IRC Postdoctoral Internship was a unique opportunity that far surpassed my expectations. The position provided me with a variety of invaluable experience ranging from major events coordination to funding programme management. While giving me an ‘behind-the-scenes’ understanding of grant assessment and a global network of academic and government contacts, it also enabled me to apply my academic research skills in diverse and dynamic ways. Every day at the Council presented new and interesting challenges that pushed me outside of my comfort zone, increasing my knowledge of the Irish research landscape and adding to my transferrable skills within and outside of academia.”*

*(Dr Suz Garrard, 2018 Intern)*

*“The IRC Postdoctoral Internship was an excellent opportunity for me. It was a whole new experience where I worked on the administrative procedures of project funding. This unique experience has given me better understanding of what assessors look for in a proposal, and how a proposal can stand out among several equally good works. I was fortunate to come in contact with so many researchers from all around the world, exchange ideas and in the process build excellent rapport with them which would have never happened if I did not work with the Irish Research Council. Also, now I have a much better understanding of the Irish research landscape which I think will be helpful in my career.”*

*(Dr Sumona Mukherjee, 2017 – 2018 Intern)*

Postdoctoral Fellow Interns play a valuable role in the delivery of the Council's mission and ambitious work programme as funders of excellent and impactful research. Successful applicants will be fully integrated as key members of our small, dynamic team of staff who manage our funding programmes and key policy areas.

This document provides an overview of the roles, the criteria for application and how to apply.

## **About the Irish Research Council**

The Irish Research Council is an agency of the Department of Education and Skills and operates under the aegis of the Higher Education Authority. Our core function is to support excellent frontier research across all disciplines and career stages. We place a particular focus on early-stage career researchers and promote diverse career opportunities for researchers by partnering with employers. We also have a particular role in supporting research with a societal focus and has established partnerships across government and civic society.

Information about the Council's funding schemes is available at [www.research.ie/funding](http://www.research.ie/funding).

We are strongly committed to providing excellent career development opportunities to postdoctoral researchers funded under its programmes. In particular, we advocate a rounded approach to career development through experiencing the diversity of activities carried out by a national funding agency.

## **Role A: Postdoctoral Fellow Internship – European Engagement & Programme Support**

This post offers the successful candidate an exciting opportunity to facilitate the Council's involvement in European Engagement activities by means of programme-support work.

Responsibilities will include:

### Post-award Monitoring and Reporting

- Identify and secure remote peer reviewers to assess reports, according to appropriate criteria
- Update the Council's database of peer reviewers
- Liaise with peer reviewers to ensure adherence to deadlines
- Perform a quality check on all reviews submitted by remote peer reviewers
- Assist in the preparation of documents prior to, during and after panel meetings
- Coordinate feedback reports for all awardees following conclusion of the assessment process

### Data and Research

- Prepare data and assist in the drafting of reports on the outcome of the progress reporting and assessment process both for Council and other partner funding agencies
- Prepare material for meetings with European partners

### Communications & Administration

- Various administrative tasks related to the above activities, including organisation of meetings and liaising with awardees.
- Liaise with researchers and national agencies in Europe
- Update the website and maintain social media profiles

### **Role B: Postdoctoral Fellow Internship – New Foundations & COALESCE Programme Support**

This post offers the successful candidate an excellent opportunity to play a key role in running the [New Foundations funding scheme](#), which supports eligible researchers who intend to pursue research, networking and/or dissemination activities and across the diversity of disciplines, as well as [COALESCE](#), a fund for research that addresses national and global societal challenges.

### Peer review and assessment

- Assist with the preparation of call documentation and online system testing
- Identify and secure remote peer reviewers for eligible applications, according to appropriate criteria
- Update the Council's database of peer reviewers
- Liaise with peer reviewers to ensure adherence to deadlines
- Perform a quality check on all reviews submitted by remote peer reviewers
- Assist in the preparation of documents prior to, during and after panel meetings
- Coordinate feedback reports for all applicants following conclusion of the Call

### Post-award Monitoring and Reporting

- Assist in the collection of periodic reports from awardees
- Review periodic reports for awards and organise peer review of periodic reports as required
- Review data management plans submitted by awardees
- Review institutional ethical approvals where applicable
- Draft a report for the Council on outcome of periodic reporting.

## Data and Research

- Prepare data and assist in the drafting of reports on the outcome of the application and assessment process both for Council and as a published briefing

## Communications & Administration

- Prepare a report on the impact of New Foundations awards to date, focusing on researchers' engagement with charitable organisations
- Various administrative tasks related to the above activities, including organisation of panel meetings and monitoring the online application system

## **Role C: Postdoctoral Fellow Internship – Citizens' Assembly for Gender Equality Programme Support**

The intern will be based in the Citizens' Assembly offices located at 16 Parnell Square, Dublin 1. This will include:

- Providing research and analytical support to the Chairperson and members of the Citizens' Assembly on Gender Equality for the duration of the 2019/20 assembly
- In particular, assisting with reviewing the submissions made to the Assembly, conducting research, compiling information and drafting reports
- Various other activities required to support the work of the Citizens' Assembly

## **Benefits to the Fellow Interns**

For those interested in exploring varied career paths and who wish to experience first-hand the processes associated with research funding management, these internships provide a unique opportunity. Interns join the Council to gain experience of a funding environment and to gain skills needed to either further a career in research or within the wider research/higher-education arena. The internships will facilitate workplace experience and will be invaluable to those considering a career in research policy or programme development, nationally or internationally.

For those interested in these career paths, these posts will provide the opportunity to develop key skills within a small but dynamic organisation. The experience gained will also provide the researcher with a valuable insight into excellence-based research funding, which will be of great benefit should they wish to develop their careers in academia. It will provide opportunities to utilise skills in developing strategy, policy, communications and working with a range of stakeholders. The Council will support the professional development, networking and training of interns during the internship period.

Once the internship is completed, Interns leave with new and fresh skills that are for the betterment of research and the community. This is a proven model of best practice worldwide in funding agencies.

The majority of previous Interns have secured research-management positions at a variety of institutions and agencies subsequent to their Internships, though some have chosen to remain in academia.

## **Essential requirements**

The applicant must be a current Irish Research Council Government of Ireland Fellow with:

- An interest in research and research administration/management;
- Excellent attention to detail;
- Excellent time management skills, the ability to manage deadlines and competing priorities;
- Excellent IT skills, including advanced knowledge of Microsoft Word, Excel and PowerPoint;
- Excellent written and verbal communication skills;
- Good interpersonal skills and the ability to work respectfully and collaboratively as part of a team;
- Ability to show initiative, problem-solving and creativity;
- Calm disposition, with an ability to work well under pressure (e.g. handling a high volume of applicant queries, etc);
- An interest in the impactful communication of research.

Applicants may be postdoctoral awardees under the Council's Government of Ireland or Enterprise Partnership Schemes.

Applications are welcome from researchers in all disciplines: STEM, AHSS and interdisciplinary research.

## **Appointment and Remuneration**

The internship posts will be full time. In awarding the internship, the Council will grant an initial three months' internship post, which is extendable subject to the agreement of both parties.

The Intern will be permitted, through prior arrangement with their host institution, to pause their research work for the duration of the internship and to resume it afterwards.

The internship will be remunerated at the current Irish Research Council rate, and the Intern will continue to be paid through and to be employed by their host institution.

## **Application Procedure**

To apply, please complete the application form and submit it with a two-page Curriculum Vitae and a cover letter, addressed to the Council's Assistant Director (Impact & Partnerships), Dr Eavan O'Brien. This should be submitted by email, to [projects@research.ie](mailto:projects@research.ie), no later than 5pm on **Friday 24<sup>th</sup> January 2020**.

Your application form, CV and cover letter should be focused on communicating any relevant skills and administrative experience.

For Role A and B, applicants must be available for interview on **Thursday 6<sup>th</sup> February 2020**.

For Role C, interviews will be scheduled following the application deadline.

Irish Research Council  
December 2019