

**INFORMATION BOOKLET**

**IRISH RESEARCH COUNCIL  
POSTDOCTORAL FELLOW INTERNSHIP COMPETITION**

Closing Date: Friday, 26 February 2021 at 5pm

Contact: Dr Raasay Jones

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## The Irish Research Council at a glance

The mission of the [Irish Research Council](#) is to enable and sustain a vibrant research community in Ireland by supporting excellent researchers across all disciplines and career stages.

We foster and invest in a range of partnerships, both nationally and internationally, to enable the development and transfer of knowledge that underpins social, economic and cultural progress, and to connect researchers and expertise with the wider community. In delivering on this, we partner with enterprise, employers, government departments and civic society.

We are an associated agency of the [Department of Further and Higher Education, Research, Innovation and Science](#), under the aegis of the [Higher Education Authority](#).

## About the competition

We are pleased to offer three internship roles (further details below) to afford our postdoctoral researchers the opportunity to develop their career through experiencing first-hand the wide range of activities carried out by a national funding agency. We also plan to establish a panel for a period of 12 months' which may be used to fill future internship opportunities that arise.

## Who should apply?

Applications are invited from current award holders of [an Irish Research Council Government of Ireland Postdoctoral Fellowship](#).

You should be:

- Enthusiastic about working with a small, dynamic team making a difference to Ireland's research and innovation system
- Eager to take on the challenge of a diverse portfolio of work
- Keen to help in shaping the development and implementation of robust policies and procedures in line with our strategy and mandate

## What can you expect as a postdoctoral intern at the Irish Research Council?

- The chance to develop your knowledge and skills in a research assessment and management setting
- The opportunity to interact with diverse national and international stakeholders
- Support for further professional development
- A flexible working environment

### What are the essential requirements?

- The ability to deal effectively with competing priorities
- A proven ability to work under pressure
- Advanced numerical, analytical, troubleshooting, and problem-solving skills
- Excellent attention to detail
- Strong written and verbal communication skills
- Advanced knowledge of Microsoft Word and Excel
- Good interpersonal skills and the ability to work as part of a team
- A research background in physical sciences and engineering (**role A only**)
- Experience in managing websites and social media platforms and an interest in the impactful communication of research (**role C only**)

### Location

We are based in 3 Shelbourne Buildings, Ballsbridge, Dublin 4, however our staff are currently working from home having regard to government measures relating to COVID-19. While a partial return to the office may be possible later in 2021, it is envisaged that staff will continue to work from home for a number of days each week having regard to the need to maintain physical distancing.

### Appointment and remuneration

The internship will be awarded for an initial period of 3 months which will be extendable to 12 months (minimum), subject to the agreement of both parties. You will be permitted, through prior arrangement with your host institution, to pause your research work for the duration of the internship and resume it afterwards.

The internship will be remunerated at the current Irish Research Council Government of Ireland Postdoctoral Fellowship rate per annum, and you will continue to be paid through, and employed by, your host institution.

### Application procedure

To apply, please submit a completed application form along with a two-page CV and cover letter, by email to Dr Raasay Jones ([rjones@research.ie](mailto:rjones@research.ie)), no later than **5pm on Friday, 26 February 2021**. Your application form, CV and cover letter should be focused on communicating any relevant skills and administrative experience. It is expected that interviews will be held in early March.

### Role A: Postdoctoral Fellow Internship – Physical Sciences and Engineering

This post will offer the successful candidate an excellent opportunity to participate in the management of the Irish Research Council's Laureate Awards Programme ([Starting/Consolidator](#) and [Advanced](#)) supporting frontier research.

Responsibilities will include:

#### Peer review and assessment

- Identify and secure 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 and international assessment board members
- Assist in the preparation of documents prior to, during and after panel meetings
- Coordinate feedback reports for applicants

#### Post-award monitoring and reporting

- Assist in the collection of progress reports from awardees
- Review progress reports and organise peer review as required
- Review data management plans submitted by awardees
- Review institutional ethical approvals where applicable

#### Data and research

- Prepare data and assist in the drafting of reports on the outcome of the application and assessment process
- Further develop the Council's knowledge base on frontier research programmes internationally and best practice in the implementation of such programmes

#### Administration

- Various administrative tasks related to the above activities, including organisation of panel meetings and monitoring the online application system
- Providing information and support to awardees, host institutions and other partners

## **Role B: Postdoctoral Fellow Internship – Programme Support**

This post will offer the successful candidate an excellent opportunity to participate in the management of a range of Irish Research Council funding programmes.

Responsibilities will include:

### Peer review and assessment

- Identify and secure peer reviewers for eligible physical sciences and engineering 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 and international assessment board members
- Assist in the preparation of documents prior to, during and after panel meetings
- Coordinate feedback reports for applicants

### Post-award monitoring and reporting

- Assist in the collection of progress reports from awardees
- Review progress reports and organise peer review as required
- Review data management plans submitted by awardees
- Review institutional ethical approvals where applicable

### Data and research

- Prepare data and assist in the drafting of reports on the outcome of the application and assessment process

### Administration

- Various administrative tasks related to the above activities, including organisation of panel meetings and monitoring the online application system
- Providing information and support to awardees, host institutions and other partners

### Role C: Postdoctoral Fellow Internship – Communications and Programme Support

Ireland has a treasure trove of creative and innovative individuals who are conducting research, many of whom are based in our higher education institutions and are funded by the Council. Their research is contributing to the understanding of our world and to national and global progress. In 2016, the Council spearheaded an initiative to better share information about the results and impact of the work of our researchers and to develop a greater public interest and knowledge of what is happening in research in Ireland. Responsibilities under this role will include:

- Assisting in implementing our communications strategy, which includes our #LoveIrishResearch campaign
- Developing social media, newsletter and website content to maintain our online presence
- Updating our website, Google analytics and social media monitoring
- Preparing impact and case study material to highlight the outputs and impacts of our awards
- Assisting with the planning and promotion of special events

In addition, the successful candidate will provide support across our suite of funding schemes. Responsibilities may include:

- Acting as a point of contact to applicants, awardees, assessors and host institutions for queries
- Assisting in the preparation of call documentation
- Assisting with the identification of peer reviewers and panel members
- Assisting in the preparation of documents prior to, during and after panel meetings
- Coordinating feedback reports for applicants
- Assisting in the post-award management process