**Part-Time Project Officer for Erasmus Plus project**

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<th>Post Title:</th>
<th>Project Officer</th>
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<td>Post Status:</td>
<td>Up to one year contract, Part-time</td>
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<tr>
<td>Research Group / Department / School:</td>
<td>School of Medicine, Global Brain Health Institute, Trinity College Institute of Neuroscience/Dept of Psychiatry</td>
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<td>Location:</td>
<td>Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland</td>
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<td>Reports to:</td>
<td>Iracema Leroi, Associate Professor of Geriatric Psychiatry</td>
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| Terms & Conditions: | 0.6 FTE (3 days per week) x 12 months  
Starting January 2021  
T&C as per TCD  
Pay scale IUA Level 1 |
| Closing Date:      | Until position is filled |
Post Summary

The post holder will be part of a multidisciplinary research team working on studies examining cognitive disorders. Current research focuses on Alzheimer’s and other dementias, mild cognitive impairment, brain-injury and healthy volunteers. The post holder will support project development related to this topic, including in the first instance:

- development of job specification/competencies for a new EU role related to low vision rehabilitation/brain health (Erasmus Plus funded, oMERO project);
- preparation of a public reports of the outcomes of dementia-related studies, including a global study related mental health outcomes in carers of people with brain health challenges, in the context of COVID-19 (the CLIC-Carer Project), and an large-scale EU funded project of hearing/vision/dementia (www.sense-cog.eu);
- Development of a team website to reflect the ongoing activities of the team.

Other project management tasks related to our team’s wider study and education portfolio may also be included. The post holder will share their time between the Trinity College Institute of Neuroscience and the Memory Clinic at St James’s Hospital, in Dublin, Ireland.

Standard duties and Responsibilities of the Post

The post holder will gain experience with project management and preparations of research program outputs as well as aspects of the research process, which could serve as a launch pad to graduate studies, science communication, and a host of other jobs.

The main responsibilities of the post-holder are to support the set-up, management and delivery of the brain health-related research and education projects as follows:

- Conduct activities related to project outputs (i.e. small online surveys, Delphi study to support the outputs of the Erasmus project)
- Collect and transform the research project outputs into public reports appropriate for lay and professionals users, including preparation of report layout, design, infograms to a high standard.
- Support the investigators in other activities related to ongoing research projects (i.e. preparation of reports, periodic monitoring, deliverables, study protocol amendments, approvals processes).
- Communicate effectively with research team members and as appropriate.
- Support the investigators in manuscript preparation of scientific outputs.
- Support website development to describe the ongoing work.

Salary

The appointment will be made on the Research Assistant Salary Scale at a point in line with Government Pay Policy.
Person Specification

Qualifications
BSc/BA in psychology, cognitive neuroscience, neuroscience, social sciences, biomedical engineering, or related field.

Knowledge & Experience

Essential

• Self-motivated with the ability to work both as part of a multi-disciplinary team and able to take the initiative when working alone
• Evidence of formulating, planning and carrying out a project (research or other)
• Ability to work independently and problem solve
• Ability to guide and support other members of staff; effective team working
• Evidence of continuing professional development
• Able to establish appropriate documentation and record keeping
• Personal commitment, enthusiasm, professional attitude and positive role model

Desirable

Understanding of project management approaches

Skills & Competencies

• Excellent computer skills including basic website design and construction
• Excellent organisational skills and ability to prioritise work and meet deadlines
• Good presentation skills and ability to prepare and present reports
• Excellent scientific and lay writing skills.

Further Information for Candidates

To apply:

Please send the following items by email to leroii@tcd.ie with the subject line BRAINHEALTH_PO:

A cover letter explaining why this post interest you and what you will bring to it
Your curriculum vitae
Your transcript or grades (unofficial is fine at this stage)
A sample of your writing (scientific and lay; maximum 500 words each)

The names of three referees with email addresses and phone numbers

Further details
*Trinity College Institute of Neuroscience: https://www.tcd.ie/Neuroscience/
*The Global Brain Health Institute: http://www.gbhi.org/
*Trinity School of Psychology: https://psychology.tcd.ie/

URL Link to School | www.tcd.ie
Trinity College Dublin, the University of Dublin

Trinity is Ireland’s premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University’s establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed 18 broad-based multidisciplinary research themes that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity’s researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland’s first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity’s researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University’s flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University’s internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies.
Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity’s campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity’s Library is the largest research library in Ireland and is an invaluable resource to Trinity’s students and research community. Built up over the four centuries of the University’s existence, the Library’s collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library’s holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe’s only representative in the world’s top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity’s graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.
Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology we are ranked 88th in the world and using the Times Higher Education World University Rankings methodology we are 117th in the world.

Overall

- Trinity is Ireland’s No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 88th in the World, and 29th in Europe, in the 2017/2018 QS World University Ranking.
- Trinity is ranked in the Top 100 for Graduate Employability in the QS 2017 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.¹
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook’s independent analysis.²

¹ [http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT](http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT)
Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.
- Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Rankings:

- Trinity featured in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject in 2015. Of these, Trinity ranked in the top 100 in the world in 14 subjects and in the top 50 in the world in 6 subjects: English Language and Literature; Nursing; Politics and International Studies; History; Biological Sciences; and Modern Languages.
- In three out of the last four years, Trinity has been consistently ranked in the Top 50 worldwide for the following areas: English Language and Literature; Nursing; Modern Languages; and Politics and International Studies.
- In the QS Faculty rankings, Trinity has been consistently ranked in the Top 100 globally for Arts and Humanities over the last four years.
Research Themes

Ageing  Cancer  Creative Arts Practice

Creative Technologies  Digital Engagement  Digital Humanities

Genes & Society  Identities in Transformation  Immunology, Inflammation & Infection

International Development  International Integration  Making Ireland

Manuscript, Book and Print Cultures  Nanoscience  Neuroscience

Telecommunications  Smart Sustainable Planet  Next Generation Medical Devices
The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University’s selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.
**Equal Opportunities Policy**

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity’s Diversity Statement can be viewed in full at [https://www.tcd.ie/diversity-inclusion/diversity-statement](https://www.tcd.ie/diversity-inclusion/diversity-statement).

**Pension Entitlements**

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant’s former Irish Public Service Employer in the first instance.