

SITE MANAGER – VISTAMILK SFI RESEARCH CENTRE
(REF: VM/OP5/0519)

**JOB SPECIFICATION &
APPLICATION PROCESS**

PLEASE READ CAREFULLY

Then follow the link below to access
the Application Form for this post.

[Application Form](#)

ENQUIRIES IN RELATION TO THIS ROLE SHOULD BE DIRECTED TO:

Tanya Egan, Recruitment Services Manager, Teagasc

Email: tanya.egan@teagasc.ie

Phone: 076 1112452



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Site Manager – VistaMilk SFI Research Centre (Ref: VM/OP5/0519) (Externally Funded Non Grant-in-Aid)

Post Type:	<p>Temporary</p> <p>Externally Funded Non Grant-in-Aid contract post, the indicative duration of which is 60 months, subject to contract.</p> <p>A panel may be formed from which future similar vacancies may be filled; such a panel will remain active for a maximum period of 12 months.</p>
Title of Project:	VistaMilk Centre
Location:	Teagasc, Moorepark Research Centre, Fermoy, Co. Cork, Ireland, P61 C996.
Reporting To:	VistaMilk Centre Manager and/or other nominated manager as maybe identified from time to time.
Grade/Salary:	<p>Administration Grade 4 with a starting salary of €43,327 per annum. The current salary scale is €43,327 to €56,441 (max.).</p> <p>Remuneration may be adjusted from time to time in line with Government Policy.</p>
Background:	<p>The VistaMilk SFI Research Centre aims to be an agent of growth for the Irish dairy industry by being a world leader in fundamental and translational research for precision pasture-based dairying. VistaMilk represents a unique collaboration between Agri-Food and ICT research institutes and leading Irish/multinational food and ICT companies. The Centre is hosted by Teagasc, the national agency with responsibility for agriculture and food research, in partnership with the Tyndall National Institute, Ireland's national microelectronics institute, the Telecommunications Software & Systems Group (TSSG) at Waterford Institute of Technology and the Insight Centre for Data Analytics (at UCD, NUIG, DCU).</p> <p>VistaMilk consists of a Director and six co-applicants with skillsets in agriculture, food, sensing, communications and analytics. The applicant group is supported by 22 funded investigators, 43 academic collaborators and 48 industry collaborators. The Centre will hire 90 researchers consisting of 58 postgraduate students and 32 post-doctoral researchers as well as supporting technical and operational staff.</p>
Basic Function:	The VistaMilk Teagasc Site Manager is a temporary full time six year position, based in Teagasc, Moorepark Research Centre, Fermoy, Co. Cork, The remit of the VistaMilk Centre is to be an agent of growth for the Irish dairy industry by being a world leader in fundamental and translational research for precision pasture-based dairying. The Centre is a unique synergistic collaboration between Ireland's leading agriculture and food



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research organisation (Teagasc) and Ireland's major research Centres in sensor-system development (Tyndall), networking and communications (TSSG), and data analytics (UCD-Insight).

Reporting to the Centre Manager, the primary role of the VistaMilk Teagasc Site Manager will be to oversee the operational project management of VistaMilk within Teagasc. The candidate will be responsible for the day-to-day operation and running of the Centre in Teagasc, including providing support to the Teagasc based VistaMilk staff which includes the Centre Director, Assistant Director, 2 co-applicants, 7 funded investigators and 23 academic collaborators as well as 22 recruited research staff. The staff are located across 3 different sites. The Teagasc Site Manager will report directly to the VistaMilk Centre Manager. Duties will include liaison with the individual researchers and coordination, collection and timely reporting of project outputs, milestones and deliverables to the VistaMilk management team. The successful candidate will provide support for events attended by Centre staff and meetings with industry collaborators and will also assist in the preparation of reports, publications and grant applications as required.

Duties and Responsibilities:

- Project management of VistaMilk research programmes across the 3 Teagasc sites
- Administrative support to the Centre Director and Centre Manager
- Operational management of project budgets and resource allocations
- Co-ordinate the planning and implementation of project workshops and meetings
- Identification of IP generated by VistaMilk projects and liaison with the VistaMilk IP and Business Development Manager as well as the Teagasc Technology Transfer Office to protect and commercialise VistaMilk
- Liaising with the VistaMilk EU Grants Manager and the Teagasc Research Support Office to provide support to external research funding applications by VistaMilk researchers and report on financial and administrative progress of EU and externally-funded projects.
- Supporting the VistaMilk Education and Public Engagement (EPE) and Communications Manager on the centres EPE and communications programme
- Monitoring, collecting and timely reporting of all Teagasc outputs, milestones, deliverables, KPIs and other metrics as required.
- Assisting Teagasc in meeting the commitments of the Quality Customer Service charter and action plan.
- Actively participating in the annual business planning and Performance Management Development System (PMDS) processes.
- Ensuring staff are consulted and are aware of the Health and Safety issues relevant to their work areas; reviewing local risk and support safety inspections and audits; that adequate resources are made available for the implementation of the local safety statements including training, equipment, materials, procedures and communications, and ensuring that all students and others working in laboratories are effectively supervised and trained.
- Ensuring that Teagasc People Strategy (2018-2022) initiatives are consistently implemented, as required.
- Any other duties as may be assigned from time to time.

** This job specification is intended as a guide to the general range of duties and is intended to be neither definitive nor restrictive. It will be reviewed from time to time with the post holder.*



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Person Specification

Note: The 'Essential' qualifications, skills and knowledge outlined below are 'must-have' which will be used in the shortlisting process.

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> Candidates must have an honours Level 8 degree in science, engineering, ICT or a related discipline. 	<ul style="list-style-type: none"> A postgraduate degree and/or experience in project management or project administration or a related discipline would be a distinct advantage.
SKILLS	<ul style="list-style-type: none"> Experience and a proven track record in a project management or research administration role in an industry sector or research performing organisation. Excellent organisational and interpersonal skills. Effective communicator both written and verbal with ability to ensure compliance with deadlines. Excellent time management skills with the ability to meet deadlines while working on multiple projects. Excellent IT skills including experience with MS Word, Excel PowerPoint and Outlook. 	<ul style="list-style-type: none"> Experience in participating in multidisciplinary projects. Previous experience in managing internal and external customer relationships. Previous experience in Agri-Food and Agri-Tech sectors at national and international level.
KNOWLEDGE	<ul style="list-style-type: none"> Track record of successfully managing and/or coordinating Industry-Academic research projects. Previous experience in preparing funding applications and an understanding of national and European funding schemes 	<ul style="list-style-type: none"> Experience of SFI reporting requirements.



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	<ul style="list-style-type: none"> Track record of project management methodologies and structures. 	
BEHAVIOURAL COMPETENCIES	<ul style="list-style-type: none"> Strives for high quality of work and demonstrates commitment to building new and maintaining successful collaborations with industry and other stakeholders. Ability to communicate effectively with keen attention to detail, to enable collaboration. Ability to manage the relationships of a wide range of stakeholders including researchers, industry, state agencies and others. A proactive, solutions-focused approach to work. 	
OTHER	<ul style="list-style-type: none"> Candidates must satisfy and continue to satisfy during employment with Teagasc, legal requirements to drive unaccompanied on Irish public roads. 	
ELIGIBILITY	<ul style="list-style-type: none"> This is an open public competition. Should a current serving Teagasc staff member be successful in their application through open public competition for this post, their current contract of employment with Teagasc will come to an end on taking up this post. 	

How to Apply:

See Application Process on pages 6-8 of this booklet.



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Application Process

1. Your Application

A Job Specification is provided for this post outlining the role at Administration Grade 4 level.

Candidates will be shortlisted for interview by an Expert Board on the basis of the information supplied on their Application Form. In the shortlisting process, the Expert Board will examine the applications received and will assess them against pre-determined criteria based on the requirements of the post. Candidates are therefore advised, in their own best interest, to provide a detailed and accurate account of their qualifications and experience on their Application Form. The essential requirements for the post are outlined in the individual Job Specification.

The admission of a candidate or internal staff member to a competition, or invitation to attend an interview, should not be taken as implying that Teagasc is satisfied that such candidate or staff member fulfils the requirements for the job. It is important, therefore, that all candidates note that the onus is on the candidate to ensure they meet the eligibility requirement for the competition before attending for interview.

2. Application Procedure

An Application Form for this post can be accessed on the Teagasc website at www.teagasc.ie/careers.

The completed Application Form and supporting documentation should be submitted to this email address: teagascjobs@clark.ie.

The relevant reference code and job title should be clearly stated in all correspondence.

Teagasc is an equal opportunities employer. As part of Teagasc Gender and Diversity Strategies Teagasc welcomes a balanced pool of candidates.

Canvassing will disqualify.

3. Closing Date

The closing date for receipt of completed applications is **12 noon on Thursday 27th June 2019**. Applications received after this time will not be accepted.

4. Interview Date

Interviews which will be based on a competency assessment for the post are likely to be scheduled to take place **mid-end July 2019** subject to the availability of interview board members. Interviews will take place in Teagasc Research Centre, Moorepark, Fermoy, Co. Cork.



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The onus is on all applicants who are shortlisted for interview to make themselves available for interview on the identified interview date.

5. References

Candidates who are shortlisted for interview will be required to provide the names and contact information for up to three work referees. Referees will be contacted only after interviews have taken place and with the prior consent of the candidate.

6. Interview Expenses

Teagasc will not cover any expenses associated with attending for interview.

7. Key Terms & Conditions

- a) **Post Type.** Temporary appointment, for an indicative duration of 6 years, which may be renewable subject to funding, contract and relevant Department of Agriculture, Food & the Marine (DAFM) sanction.
- b) **Probation.** Appointment is subject to an 11-month probationary period.
- c) **Salary Scale.**

Administration Grade 4	
	Euro (€)
Min	43,327
2	45,851
3	48,028
4	49,433
5	50,833
6	52,233
7	53,636
8	55,041
Max	56,441
LSI 1	58,466
LSI 2	60,486

Starting pay will be at the minimum of the scale per Government Circular E100/8/82. Remuneration may be adjusted from time to time in line with Government Policy.

- d) **Annual Leave.** The annual leave entitlement for Administration Grade 4 is 29 days.
- e) **Pension Entitlements.** This is a pensionable position. As a result of recent legislative changes, a number of different pension provisions apply to existing and newly appointed public servants in Ireland. The details of the pension arrangements to apply to the successful candidate will depend on his/her previous service (if any) in the Irish



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Public Service. These details will be discussed, on request, with the prospective candidate in the context of their particular service profile.

8. Further Information

Further information may be accessed from the Teagasc website at <https://www.teagasc.ie/about/opportunities/>.