



Programme Title	Science Foundation Ireland Fellowship Programme (SFI Research Centres & Enterprise Partnership Divisions) Science for the Economy Directorate
Duration	36 months

Key Responsibilities

Support Scientific Programme Managers with directorate activities including but not limited to:

- Programme development.
- Processing of funding applications.
- Sourcing of expert peer reviewers.
- Organisation of site reviews.
- Support of panel meetings.
- Review of annual reports.
- Preparation of directorate updates and reports for internal and external stakeholders.
- Assisting researchers with queries.
- Data validation and analysis.
- Analysis of narrative that supports research impact.
- Participate in conferences/events to raise awareness of SFI programmes.
- Development of content for Communications purposes.
- Engaging with industry representatives that are interested in collaborating with Ireland based academic researchers.
- Supporting Directorate initiatives.

Key Competencies

- Communication
- Teamwork
- Respect & Integrity
- Initiative & Creativity
- Personal Effectiveness
- Project Management

Essential Requirements

- PhD degree or equivalent (note that we are particularly interested in receiving applications from candidates with a PhD in Computer Science);
- A self-starter with the ability to work under pressure;
- Attention to detail;
- Familiarity with technical tools (e.g. Microsoft Office);
- An interest in science policy and a willingness to work in an office/administrative environment.

Benefits

In addition to the standard SFI Fellowship benefits as outlined in the call document, Fellows in the Economy Directorate will also:

- Gain a deep understanding of SFI's suite of programmes that support partnerships between academic researchers and industry.
- Develop a network of contacts across the portfolio of SFI's world leading Research Centres.
- Gain exposure to, and interact with, industry participating in SFI co-funded collaborative research programmes, or with companies interested in engaging with academia in an SFI co-funded partnership.
- Have the opportunity to join cross directorate working groups within SFI.
- Develop expertise in technical tools such as MS Office and Tableau.
- Attend peer review panel meetings/site visits.