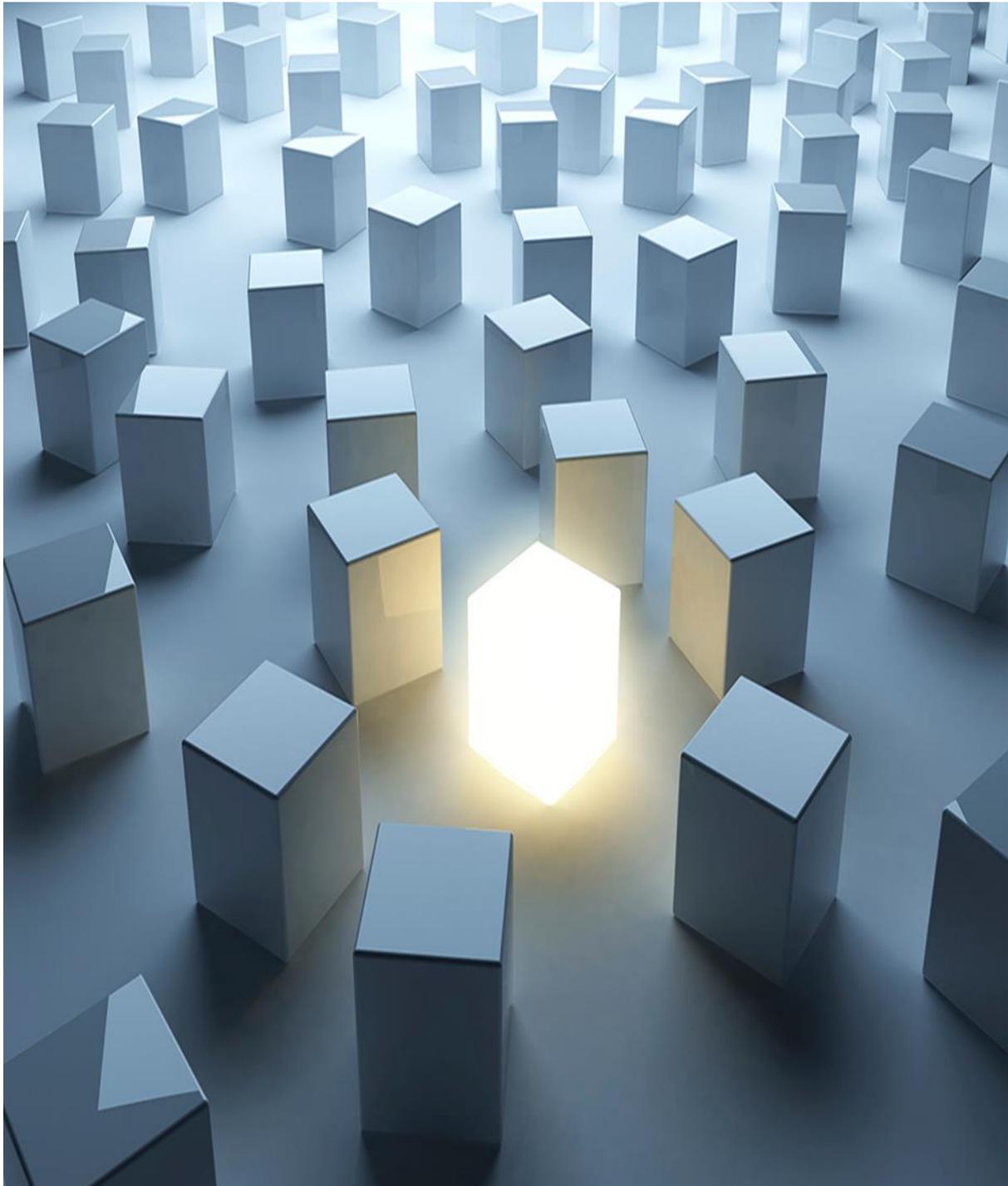


**Recruitment of Director of Irish Research Council**  
**Candidate Information Booklet**

**September 2017**



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## THE POSITION

<b>Title of Position:</b>	Director – Irish Research Council (Permanent – subject to a probation period of 12 months)
<b>Office:</b>	Irish Research Council and Higher Education Authority
<b>Location:</b>	Dublin
<b>Organisation Website:</b>	<a href="http://research.ie/">http://research.ie/</a>

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. Operating under the aegis of the Higher Education Authority, the Council manages a suite of interrelated schemes valued at approximately €100m, funding research across all career stages from Postgraduate to Principal Investigator level.

The HEA has a statutory responsibility, at central government level, for the effective governance and regulation of higher education institutions and the higher education system.

The Irish Research Council was established and mandated to:

- Fund excellent research within, and between, all disciplines, and in doing so to enhance Ireland's international reputation as a centre for research and learning;
- Support the education and skills development of excellent individual early-stage researchers and cultivate agile independent researchers and thinkers, while offering a range of opportunities which support diverse career paths;
- Enrich the pool of knowledge and expertise available for addressing Ireland's current and future needs, whether societal, cultural or economic and deliver for citizens through collaboration and enabling knowledge exchange with government departments and agencies, enterprise and civic society;
- Provide policy advice on postgraduate education, and on more general research matters, to the Higher Education Authority and other national and international bodies. In giving us this role, the then Minister for Research and Innovation requested that particular attention be given to the arts, humanities and social sciences.

## THE ROLE

The Director of the Irish Research Council will be responsible to the Council for implementation of the Workplan including Council funding programmes and other initiatives, and to the Chief Executive of the HEA in relation to funding and staffing matters having regard to the latter's responsibility as accounting officer in the HEA.

### Key Requirements

The role of Director of the Irish Research Council includes but is not limited to the following:

- Leading the implementation of the Workplan, Council policies and the broad portfolio of Council competitive funding programmes;
- Engage with the Minister(s) and the Department of Education and Skills (DES) so as to secure funding required for the Laureate (Frontier Research) Award Programme and for implementation of other actions under Innovation 2020;
- Initiate the process for the preparation of the strategic plan;
- Advise the Council in respect of policy development and on matters related conduct of high-quality research and associated postgraduate education;
- Advise the DES directly on policy and related matters, represent the Council at HERG;
- Use networking skills to promote the objectives of the Council;
- Promote the outcomes and impact from investment by Council;
- Represent the Council on national bodies e.g. the IDC for Innovation 2020;

- Maintain and advance strategic working relations with senior personnel in research councils and national academies in Europe and elsewhere so as to advance Council objectives and bring matters arising to the attention of the Council;
- Oversee the approved budget, the Director will be responsible for effectiveness and costs;
- Work closely with higher education institutions and state bodies in Ireland and abroad so as to achieve council goals and objectives;
- Manage a team of individuals working in a resource limited environment.

## EXPERIENCE AND PERSONAL QUALITIES REQUIRED

### Essential Requirements

The successful candidate must be able to demonstrate:

- A strong academic background qualified to a minimum Level 9 qualification;
- A minimum 5 years proven senior management experience, managing a diverse portfolio of competitive research funding programmes;
- Strong operational experience in the design, rollout and management of competitive funding calls;
- Evidence of experience of policy development in the research domain;
- Evidence of experience in collaborating with a wide range of stakeholders, including in the international domain;
- Evidence of strong project management, planning and organisation skills;
- Evidence of strong judgement and analytical skills and an ability to analyse complex issues;
- Evidence of proven leadership ability;
- Knowledge of the higher education system and involvement in research both nationally and at European level.

### Desirable Requirements

The successful candidate should be able to demonstrate:

- A genuine interest in, and appreciation of the importance of higher education, research and the role of the IRC and HEA;
- Well-developed skills in networking and influencing at senior levels in the public and private sectors;
- Evidence of a results focus in his/her work;
- Excellent interpersonal, communication and influencing skills;

### Reporting and Working Relationships

The Director of the Irish Research Council is accountable to the Council for implementation of the Workplan including Council funding programmes and other initiatives and to the Chief Executive of the HEA in relation to funding and staffing matters having regard to the latter's responsibility as accounting officer in the HEA.

# CONDITIONS OF SERVICE

## CONTRACT ARRANGEMENTS

This position will be permanent subject to the probationary period detailed below.

## PROBATIONARY PERIOD

The appointed candidate to the role of Director of the Irish Research Council must serve a probationary period, which normally will last for twelve months. Should the appointees' services be satisfactory as regards health, conduct and efficiency generally during the probationary period, the appointee, on completion of the period will be finally appointed. Should the appointees' services be unsatisfactory, the appointment may be terminated at any time during the period

## SALARY

The salary for this post is the Principal Officer scale; €81,768, €85,090, €88,391, €91,716, €94,520, €97,425 (after 3 years' service in the grade) and €100,334 (after 6 years' service in the grade) in accordance with National Pay Agreements.

## STARTING SALARY AND PAYMENT ARRANGEMENTS

Increments may be awarded subject to satisfactory service and to changes in the terms and conditions relating to salary increments in the Civil/Public Service generally.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

Candidates should note that salary will not be subject to negotiation and the rate of remuneration may be adjusted from time to time in line with Government pay policy. New entrants to the public sector will start on point 1 subject to Haddington Road Agreement and subsequent Government Agreements.

Payment will be made fortnightly in arrears by Electronic Fund Transfer (EFT) into a bank account of the staff members choice. Payment cannot be made until a bank account number and bank sort code has been supplied to the HEA. Statutory deductions from salary will be made as appropriate.

A staff member appointed to the post of Director will agree that any overpayment of salary or of travel and subsistence may be deducted from future salary payments due in accordance with the Payment of Wages Act 1991. In accordance with that Act, the Higher Education Authority will advise the staff member in writing of the amount and details of such overpayment and give at least one week's notice of the deduction to take place and will deduct the overpayment, at an amount that is fair and reasonable having regard to all the circumstances, within six months of such notice in accordance with the Act.

You will be required to pay to the HEA any fees or other monies (other than salary) payable to or received by you by virtue of your post or in respect of services, which you are required by or under any enactment to perform.

## LOCATION

The initial place of work for the Director of the Irish Research Council will be 3 Shelbourne Buildings, Shelbourne Road, Dublin 4, Ireland. This is 5 minutes' walk from Lansdowne Road Dart Station. The Higher Education Authority reserves the right, at its discretion, to change this location to any other place within Ireland.

The Director will be required to travel from time to time in performance of his/her duties and must have access to their own transport and must be able to meet the times and deadlines of the HEA's business.

## WORKING WEEK

The successful candidate's working hours will be in accordance with the standard arrangements for the HEA and will equate to no less than 37 hours (net of rest breaks) per week. Flexi-time does not apply to these posts.

No additional payment will be made for extra attendance as the rate of remuneration payable covers any exceptional extra attendance liability that may arise from time to time

## ANNUAL LEAVE

The annual leave allowance for this post will be 30 working days per annum (on a pro rata basis) to be taken at a time or times convenient to the Higher Education Authority.

## OUTSIDE EMPLOYMENT

The role of Director of the Irish Research Council is whole-time and the appointees must avoid involvement in outside employment/business interests in conflict or in potential conflict with the business of HEA. Clarification must be sought from management where any doubt arises

## THE ORGANISATION OF WORKING TIME ACT 1997

The terms of the Organisation of Working Time Act, 1997 will apply, where appropriate, to this appointment.

## SICK LEAVE

Payment for absences through illness, during properly certified sick absence, provided there is no evidence of permanent disability for service may be made in accordance with the provisions of the Higher Education Authority's sick leave scheme. These sick leave arrangements are subject to any changes arising in the terms and conditions of sick leave in respect of the public service generally.

Staff members paying the Class A rate of PRSI will be required to sign a mandate authorising the Department of Social Protection to pay any benefits due under the Social Welfare Acts direct to the Higher Education Authority. Payment of salary during illness will be subject to the staff member making the necessary claims for social insurance benefit to the Department of Social Protection within the required time limits.

## SUPERANNUATION AND RETIREMENT

The appointee will be offered the appropriate superannuation terms and conditions as prevailing in the Public Service at the time of being offered an appointment. In general, an appointee who has never worked in the Public Service will be offered appointment based on membership of the Single Public Service Pension Scheme ("Single Scheme"). Full details of the Scheme are at <http://www.per.gov.ie/pensions>

The key provisions attaching to membership of the Single Scheme are as follows:

## Pensionable Age

The minimum age at which pension is payable is 66 (rising to 67 & 68 in line with State Pension age changes).

## Retirement Age

Scheme members must retire at the age of 70.

## Pension Abatement

If the appointee has previously been employed in the Civil or Public Service and is in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during his/her re-employment that pension will be subject to abatement in accordance with the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

If the appointee was previously employed in the Civil Service and awarded a pension under voluntary early retirement arrangements (other than the Incentivised Scheme of Early Retirement (ISER), Department of Health Circular 7/2010 VER/VRS or the Department of Environment, Community & Local Government Circular Letter LG (P) 06/2013 which, as indicated above, renders a person ineligible for the competition) the entitlement to that pension will cease with effect from the date of reappointment. Special arrangements will, however be made for the reckoning of previous service given by the appointee for the purpose of any future superannuation award for which the appointee may be eligible.

## Ill-Health Retirement

For an individual who has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment.

## Pension treatment of existing public servants

While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However, the key exception case (in the context of this competition and generally) is that **a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme.** In this case such a candidate would instead, where applicable, be offered membership of the HEA Staff Superannuation Scheme and its associated Spouses' and Children's Pension Scheme. This would mean that the abatement provisions above would apply, and in addition there are implications in respect of pension accrual as outlined below:

## Pension Accrual

The Public Service Pensions (Single Scheme and other Provisions) Act 2012 introduced a 40-year limit on total service that can be counted towards pension where a person has been a member of more than one pre-existing public service pension scheme.

## Pension-Related Deduction

The appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

## **Eligibility to Compete**

Candidates should note that eligibility to compete is open to citizens of the European Economic Area (EEA). The EEA consists of the Member States of the European Union along with Iceland, Liechtenstein and Norway

## **Incentivised Scheme for Early Retirement (ISER)**

It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees cannot apply while the above restrictions continue in force.

## **Department of Health and Children Circular (7/2010)**

The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to compete in this competition while the above restrictions apply.

## **Collective Agreement: Redundancy Payments to Public Servants**

The Department of Public Expenditure and Reform letter dated 28<sup>th</sup> June 2012 to Personnel Officers introduced, with effect from 1<sup>st</sup> June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.

## **Declaration**

Applicants will be required to declare whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.

## **OTHER CONDITIONS OF EMPLOYMENT**

Further information on the conditions of employment will be outlined in the contract of employment for the successful candidate.

## HOW TO APPLY

Mazars have been retained by the Higher Education Authority to assist with the appointment of the Director of the Irish Research Council. Mazars, on behalf of the HEA are inviting applications from suitably qualified candidates both nationally and internationally and will be undertaking a comprehensive recruitment process as part of this recruitment campaign. The Director of the Irish Research Council is a critical role within the HEA.

Mazars will be managing all aspects of this recruitment project on behalf of the HEA. No enquiries or canvassing should be made directly to the HEA or Irish Research Council.

Applications must be made by submitting an on-line application to [www.mazars.ie/Consulting/HRServices](http://www.mazars.ie/Consulting/HRServices) and must include:

1. A cover letter outlining why you wish to be considered for the post and where you believe your skills and experience meet the requirements of the position of Director of the Irish Research Council.
2. A comprehensive CV clearly showing your relevant achievements and experience in your career to date

For more information, contact the Mazars Executive Recruitment Team on: +353 (1) 449 4400.

### Closing Date

Deadline for application: Monday 25<sup>th</sup> September 2017 at 5.00pm GMT.

Applications will not be accepted after the closing date.

An acknowledgement email will be issued for all applications received. If you do not receive acknowledgement of your application within two working days of submission, please contact the Mazars Executive Recruitment Team by email ([execrecruit@mazars.ie](mailto:execrecruit@mazars.ie)) to ensure your application has been received.

### Selection Process

Mazars will be undertaking a competency based selection process in identifying suitable candidates for the role of Director of the Irish Research Council.

Psychometric testing may be required for candidates, who are successful in the initial screening process, prior to being invited forward for interview. A competency based interview process will be held, with a selection board comprised in accordance with the Higher Education Authority's arrangements for posts at this level.

# GENERAL INFORMATION

## CITIZENSHIP

Persons who are not citizens of the EU, the European Economic Area (EEA) states and Switzerland are not eligible to compete.

Normal rules of the Public Service will apply as regards eligibility. In the case of the Incentivised Scheme for Early Retirement (ISER), one of its conditions at paragraph 12 of Circular 12/09 debars retirees from the Public Service under that Scheme from applying for another position in the Public Service. Therefore, such retirees cannot apply while the above restrictions continue in force.

The EEA consists of the member states of the European Union along with Iceland, Liechtenstein and Norway. Special conditions may apply to citizens of Bulgaria and Romania following their recent entry to the European Union and their eligibility to be employed and work in Ireland.

Eligibility should be confirmed with the Department of Jobs, Enterprise & Innovation.

## REFERENCE CHECKS

Please note that any offer of employment made to a successful candidate will be subject to satisfactory reference verification and satisfactory verification of academic and professional qualifications.

## SECURITY CLEARANCES

Please note that Garda Clearance will be required for this position. If you have resided / studied in countries outside of the Republic of Ireland for a period of 6 months or more, you must furnish a separate Police Clearance Certificate from each country stating that you have no convictions recorded against you while residing there.

It is **YOUR** responsibility to seek security clearances in a timely fashion. The successful candidate cannot be appointed without this information being provided and being in order. The following websites may be of assistance to you in this regard:

- [www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)
- [www.migrationint.com.au/office.asp](http://www.migrationint.com.au/office.asp) (countries other than UK/NI)
- [www.afp.gov.au](http://www.afp.gov.au) (Australia)
- [www.courts.govt.nz](http://www.courts.govt.nz) (New Zealand)

For other countries not listed above you may find it helpful to contact the relevant embassies who could provide you with information on seeking Police Clearance.

## CONFIDENTIALITY

Candidate confidentiality will be respected at all stages of the recruitment process. Applicants should however note that all application material will be made available to those with direct responsibility for the recruitment process within the Higher Education Authority.

## LEGAL COMPLIANCE

Mazars and the Higher Education Authority are committed to complying with all relevant legislation over the course of this recruitment campaign, including the Employment Equality Acts 1998-2011, the Data Protection Acts 1988 and 2003, and the Freedom of Information Acts, 1997, 2003 and 2014.

## EXPENSES

Mazars and/or the Higher Education Authority will not be responsible for any expense, including travelling expenses, candidates may incur in connection with their candidature.

## CANVASSING

Canvassing will result in disqualification from the competition.