National Open Research Coordinator

Department: Digital Repository of Ireland (DRI)
Contract type: Fixed term
Duration: Twelve months
Reports to: Director of DRI

Overview

Applications are invited for the position of National Open Research Coordinator based at the Royal Irish Academy. This is a twelve-month post with Digital Repository Ireland (DRI) as National Open Research Coordinator to drive the open research agenda in Ireland and to support the implementation of the National Action Plan for Open Research 2022–2030. The Royal Irish Academy is a predominantly publicly funded institution established for the promotion of learning in the sciences and humanities across the island of Ireland. The Academy's latest strategic plan for 2019–23 is available here: https://www.ria.ie/strategic-plan.

The DRI, a certified trustworthy digital repository for the arts, humanities and social sciences, is a national infrastructure for preserving and providing access to Ireland's social and cultural digital data. DRI also operates as a community hub for policy, advocacy, training and best practice in digital preservation, digital archiving, FAIR data management and Open Science. DRI is headquartered at the Royal Irish Academy. See: https://dri.ie/.

Key purpose of role

Ireland's National Action Plan for Open Research 2022–2030, prepared by the National Open Research Forum (NORF) was published in November 2022 and outlines objectives and actions for the next phase in Ireland's transition towards open research.

The National Open Research Coordinator will play a key role in the national higher education landscape in driving the implementation of Ireland's Open Research policy agenda. The successful candidate will be tasked with critically assessing Ireland's preparedness to support the various components of the European Open Science/Open Research landscape, and guiding the delivery of Ireland's National Action Plan for Open Research, in the context of Impact 2030, Ireland's Research and Innovation Strategy.

This post is based at the Digital Repository of Ireland, within the Royal Irish Academy. The successful candidate will report to the Higher Education Authority and the Department of Further and Higher Education, Research, Innovation and Science, via the Director of DRI.

Key accountabilities

- Drive and oversee the implementation of Ireland's National Action Plan for Open Research 2022–2030, including regular reporting on progress to DFHERIS, HEA and other stakeholders.

- Prepare for a 2025 review of Ireland's National Action Plan for Open Research 2022–2030

- Ensure responsible management and oversight of the NORF Open Research Fund, including management of grant funding award processes in collaboration with the NORF Grants Oversight Committee, DRI Director and NORF Project Manager

- Work with the NORF project manager to track delivery of project aims and National Action Plan objectives and priorities

- Represent NORF and present on Open Research developments in Ireland nationally and internationally.

- Liaise as appropriate with relevant stakeholders including the HEA and relevant Government Departments, NORF groups, IReL, HEAnet, Research funding agencies, infrastructures and relevant European networks

- Act as line manager for NORF staff based at the DRI

- Any other duties as deemed appropriate for the position

Note: This job description is a guide to broad areas of responsibility and accountability and should not be regarded as a comprehensive listing. The job description may be subject to review in the view of new structures and/or the changing needs of the Academy.

Person specification

Essential qualifications
- A degree-level qualification in a relevant discipline
- At least three years of appropriate professional experience in academic, governmental, commercial or not-for-profit settings
- Highly motivated with demonstrable evidence of planning, organising and leading from the front across a range of projects
- Experience with Open Research, preferably in the context of a higher education and/or research environment
- Demonstrable knowledge of the higher education system and research environment both nationally and at EU level
- Experience working within a multi-layered governance structure
- Proven leadership skills with the ability to think strategically and deliver results
- Keen problem-solving skills with ability to analyse complex issues
- Excellent communications skills with a clear track record of networking and collaborating with a wide range of stakeholders

Desirable qualifications
- A post-graduate qualification in a relevant discipline
- Background in research/experience as an academic

Further Information

Salary: Salary is on the Assistant Principal Officer Scale €76,551 - €91,762. Candidates should note that entry will be at the minimum of the scale and the rate of remuneration may be adjusted from time to time in line with government pay policy. Candidates should note that different pay and conditions may apply if, immediately prior to appointment, the appointee is a serving civil or public servant.

The Royal Irish Academy and DRI invites applications from suitably qualified Public or Civil Servants for secondment to this National Open Research Coordinator twelve-month fixed term post. To be eligible, you must be currently serving as a Public or Civil servant (or be on secondment or career break from such a position).

Secondments provide staff members with opportunities to broaden their skills and continue their professional and personal development while retaining the right to return to their substantive post at the end of the secondment. It also provides an opportunity for the receiving organisation to fill a temporary position with both the receiving and sending organisation benefitting from shared learning, good practice, new ideas and experience.

Hours of Work: The normal hours of work are 35 hours per week.

Overtime is not paid in respect of excess attendance which, should it arise, is discharged by time off in lieu at times agreed in advance with the Executive Director.

This role is suitable for blended working.

Leave: The annual leave entitlement is 30 days per annum, pro-rata for shorter periods. Entitlement to leave for public holidays is in accordance with the terms of the Organisation of Working Time Act 1997. There is a requirement to take up to four days annual leave where the Academy is closed at Easter and Christmas.

Employee Benefits: Examples of some of our current employee benefits include:

• Generous annual leave entitlement
• Family Friendly Policies
• Blended Working Policy
• Availability of an Optical Benefit Scheme
• Availability of a Cycle to Work Scheme
• A range of Learning and Developmental Opportunities
• Sick Leave Scheme
• Paid Maternity, Adoptive and Paternity Leave
• Automatically entered into a pension scheme
• Employee Assistance Programme

Medical: Staff shall, if required, and at the expense of the Academy, submit to a medical examination by a registered medical practitioner nominated by the Academy and shall authorise such medical practitioner to disclose and to discuss with the Academy the results of the examination and the matters which arise from it so that the Academy can ascertain any matters that they consider might impair a staff member from properly discharging his/her duties.

Pension: Details of the appropriate pension scheme will be provided upon determination of appointee's status.

Permanent Pension contribution: This appointment is subject to the Additional Superannuation Contribution (ASC) effective from 1 January 2019.

Application Process

Completed applications consisting of one electronic copy (with all documents contained in one Word document) must be submitted to recruitment@ria.ie in the order as set out below:

• A brief cover letter demonstrating how you meet the qualifications and experience for the position (max. 700 words)
• A curriculum vitae summarising your qualifications and relevant experience (max. 4 pages)

Applicants will be shortlisted based on information provided in their application.

Please note: failure to fulfil the application requisites will deem the application invalid.

Closing date: 6 February 2024. **Late applications will not be considered**.

It is anticipated that interviews will be held week commencing 12 February 2024.

Please note this interview will include competency-based interview questions.

Candidates should note that panels may be formed from which future positions may be filled.

The Royal Irish Academy will not be responsible for refunding any expenses incurred by candidates.

The Royal Irish Academy is an equal opportunities employer.