



Job Description

College / Management Unit:	UCD College of Health and Agricultural Sciences
School / Unit / Institute:	UCD School of Medicine
Post Title:	Senior Administrative Assistant for EU Project HIPPOCRATES
Post Duration:	4.5 years
Project:	IMI2 HIPPOCRATES
Reports to:	Professor Oliver FitzGerald and Professor Stephen Pennington
Competition Ref. N°	<i>Completed by HR</i>
HR Administrator	<i>Completed by HR</i>

Position Summary:

University College Dublin (UCD) is seeking applications for the role of EU Project Senior Administrative Assistant to support the administration and project management of the recently announced IMI2 HIPPOCRATES project (<https://hippocrates-imi.eu/>), and to provide administrative support to the UCD Project Leads, Prof Oliver FitzGerald and Prof Stephen Pennington to lead the successful implementation of the HIPPOCRATES project. The role will be based in the Conway Institute for Biomedical and Biomolecular Research in UCD.

Psoriatic Arthritis

Psoriatic arthritis (PsA) is a chronic immune-mediated inflammatory disease that affects joints and other components of the musculoskeletal system, together with skin involvement, in an estimated 5-10 million individuals in the EU. The symptoms of the disease, including pain, joint stiffness, and fatigue, can impact on many aspects of life including function and productivity. Overall, it is increasingly recognised that PsA is associated with multiple comorbidities, particularly those affecting mental health such as depression and those which promote the development of accelerated atherosclerosis and contribute to the observed increase in cardiovascular morbidity and mortality. PsA is characterised by considerable clinical heterogeneity and future treatments will need to focus on earlier disease stages and be personalised.

HIPPOCRATES

The IMI2 HIPPOCRATES project is an academia-industry consortium, coordinated by UCD, which has received significant funding from the Innovative Medicines Initiative (IMI) to address the 4 major unmet needs associated with PsA and seeks to develop a precision and personalised medicine approach to treatment. By looking into the disease mechanisms of PsA, the 26 European partners collaborating in this exciting new project aims to improve diagnostic and therapeutic options for patients living with the PsA. The HIPPOCRATES team aims to enable earlier diagnosis and a more accurate prediction of disease progression and in so doing revolutionise treatment and deliver profound patient benefits. The project runs for a period of five years with a total budget of EUR 21 million provided by the Innovative Medicines Initiative (IMI 2), a Joint Undertaking of the European Union and the European Federation of Pharmaceutical Industries and Associations (EFPIA). Of the total budget, 50% is contributed by EFPIA partners (Novartis [EFPIA lead], UCB [EFPIA Co-lead], Pfizer and BMS) and 50% by the EU. The project is managed by the project management company EURICE (www.eurice.eu)

The post holder will ensure the delivery of a highly flexible, responsive, and effective service to all stakeholders.

Salary Range: €44,614 - €60,557 per annum*

* Salary offered will be commensurate with qualifications and experience.

Principal Duties and Responsibilities:

Although the post-holder may be asked to take on other responsibilities as required during the development and implementation of HIPPOCRATES project, the role has the following core remits:

Strategic and Research Management responsibilities include:

- Support UCD Project Leads in their liaison with project management team in EURICE on administrative and legal matters.
- Support the UCD Project leads in the coordination of the research activities and capture of research outputs.
- Oversee and facilitate all local aspects regarding management of IMI2 HIPPOCRATES project – including governance, grant management, IP/commercial management, research dissemination and internal/external communications.
- Support the UCD Project leads on strategic planning to achieve short-term goals while keeping sight of the IMI2 HIPPOCRATES project long-term vision, mission and future sustainability.
- Liaise with the UCD Research EU office.

Administrative, Grant and Data Management responsibilities include:

- Oversee the daily functioning of IMI2 HIPPOCRATES via UCD-based project management and administration
- Work with EURICE to establish, coordinate, and maintain a schedule for all project meetings, review meetings, events, workshops, information sharing, website and dissemination with the support of the UCD Project leads, HET and all project partners.
- Support the management of key stakeholder relationships at all levels and where appropriate by acting as the UCD point of contact for them.
- Work with UCD Project lets to edit inputs for the periodic and final reports and contribute to the review and submission of scientific deliverables.
- As may be required, provide administrative support to other academic and clinical partners.

Financial and Legal Management responsibilities include:

- Provide financial oversight of the UCD component of the budget and in conjunction with UCD finance office oversee financial transfers and reporting.
- Ensure that UCD project expenditure is compliant with the Grant Agreement.
- Oversee UCD component of legal obligations in line with the Consortium Agreement and Research Agreements etc. in conjunction with the consortium partners, relevant legal teams, and Nova UCD.
- Support the amendments to the Grant Agreement and Consortium Agreement as required.

Communication & Dissemination responsibilities include:

- Point of contact for all external UCD based queries/communication for the project.
- Facilitate IMI2 HIPPOCRATES project work in Communications, Dissemination and Public and Patient Research Partner (PRP) Involvement.
- Facilitate the promotion and dissemination of IMI2 project research outputs. Work with EURICE to maintain an internal database of all HIPPOCRATES communication, dissemination, and publications.

Administrative Support

Provide comprehensive administrative support for the UCD Project leads including:

- Drafting agendas, minute taking, document and presentation preparation and distribution, together with following up on actions as required.
- Maintaining and managing UCD Project leads' appointments and diaries.
- Assisting with UCD Project leads' travel arrangements.

Selection Criteria:

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory:

- A Third Level Degree
- Experience in managing research projects with emphasis on EU projects.
- Experience in monitoring progress and outputs of projects, and programme reporting (e.g. reports for pharmaceutical sponsors of clinical trials, governance boards, and formal EU reporting).
- Proven ability to work in a fast-paced and changing environment, willingness to adapt to change and proceed on decisions made with varying levels of uncertainty.
- Excellent administration and organisational skills with a proven ability to manage and reach solutions to competing priorities.
- Understanding of research budgets and research finances.
- Prior experience of writing and providing feedback on reports (e.g., reports for both local research organisations such as the Health Research Board, Science Foundation Ireland and Enterprise Ireland and international programmes such as Horizon 2020).
- Practical experience of the research funding environment.
- Strong interpersonal skills and people-management skills: the ability to manage individuals and teams in a positive and proactive way; strong negotiation and conflict resolution skills.
- Excellent communication skills across all communication channels (e.g. excellent oral presentation skills, written communication, etc.).
- Organised and meticulous.
- High level proficiency preparing reports and presentations.
- Experience in science communication and dissemination.
- Ability to work proactively and independently with minimal supervision and work with UCD Project Leads to prioritise activities.

Desirable:

- Project Management qualification.
- Experience of networking across industry, charities, academic, clinical, and funding agencies.
- Experience in managing large-scale multi-institutional European research projects (e.g. Horizon 2020) or public-private partnerships such as IMI or EUREKA