Post Summary

Molecular Medicine Ireland (MMI; http://www.molecularmedicineireland.ie) is a not-for-profit research and education partnership of Trinity College Dublin, University College Dublin, NUI Galway, the Royal College of Surgeons in Ireland and University College Cork. MMI develops and supports collaborations that are building the infrastructures and environment for translational/clinical research and precision medicine. MMI works with multiple stakeholders in innovative research and education programmes.

MMI is part of a successful application to the Wellcome Trust for a Clinician PhD programme, Wellcome/HRB Irish Clinical Academic Training (ICAT), with responsibility for programme coordination. This is a large collaborative all island venture with multiple partners including six academic institutions (TCD, UCD, NUI Galway, Queen’s University Belfast, RCSI and UCC), the Health Service Executive National Doctors Training and Planning, the Forum of Irish Postgraduate Medical Training Bodies, the Health and Social Care in Northern Ireland Research & Development Division and the Northern Ireland Medical & Dental Training Agency.

Key elements of the programme include:

- A collaborative governance, advisory and management structure that will strategically develop and operationally deliver ICAT through successive intakes of medical postgraduates, providing a well-resourced and supportive integrated clinical and research training environment.
- An annual recruitment process, with well-targeted advertising and a rigorous selection process to identify outstanding national and international candidates for ICAT.
- An initial year of structured research training alongside clinical training; including an induction week, regular meetings with programme mentors, mini research projects, student cohort meetings and education modules.
- Matching of ICAT trainees with research supervisors from a pool of over 150, based in six academic institutions, development of PhD research proposals with a review process, PhD research projects based in the academic partners with access to national collaborative research infrastructure.
- An annual scientific meeting / retreat incorporating research presentations from ICAT trainees, interaction with advisory board members and keynote presentations from leading academic clinicians.

The Programme Manager - ICAT is an important new post, that involves engagement with the partners in this programme at all levels; with funders, academic researchers, clinicians and the clinical training and research infrastructure. This is an exciting opportunity for a high-calibre candidate to work in a collaborative centre of excellence on a well-resourced programme that will develop future clinical academic leaders.
The Programme Manager - ICAT will be based in the offices of Molecular Medicine Ireland in Dublin, and will travel to the locations of ICAT partners and other stakeholders / contributors when necessary to carry out their work.

Organisational Relationships

The Programme Manager - ICAT will report to the Head of Programmes MMI, Dr Mark Watson, and the ICAT Director, Professor Michael Gill. The successful candidate will work closely with the ICAT Management Team, with the ICAT clinical and postgraduate training partners and with other business units within MMI, including HRB-CRCI and the Education & Training team.

Responsibilities

- Develop, coordinate, and administer the Irish Clinical Academic Training (ICAT) programme.
- Manage the development of the ICAT website and web content to promote ICAT and coordinate ICAT training activities.
- Coordinate development of, and contribute to, information and education materials.
- Support the ICAT management group and other governance structures, producing reports, presentations, meeting minutes and other documents.
- Coordinate the content and scheduling of meetings and courses, liaising with speakers, instructors, facilities staff, and other contributors as required.
- Coordinate recruitment of ICAT trainees (including selection processes), assessments, and the collation and distribution of student records and results.
- Develop and manage relationships with programme partners and stakeholders.
- Contribute to internal and external communications including website, newsletters and reports.
- Respond to enquiries regarding ICAT and other MMI initiatives.
- Assist in identifying new themes for postgraduate and postdoctoral courses and workshops in areas of strategic importance.
- Represent and promote ICAT and MMI aims and outputs in meetings and at external events.
- Assist in identifying funding opportunities at national and international level for collaborative initiatives, and in the preparation of funding applications.
- The appointee will undertake such other reasonable and lawful duties as may be directed from time to time by the Head of Programmes, MMI.

Person Specification

Required

- A degree level qualification in a clinical or life sciences related subject.
- A minimum of 5 years experience in academia, industry, or a research-focused organisation.
- A good understanding of the current Irish medical research environment.
- Excellent communication and interpersonal skills.
- Excellent IT skills.
- Proven project management and organisational skills, with the ability to produce high quality results within tight deadlines.
- The ability to work effectively as part of a team.

Desirable

- A higher degree at masters or doctoral level.
- Experience within a commercial or academic clinical research environment.
- Experience in developing research-focused training programmes.

An applicant must be an EU citizen or be from outside the EU with permanent Irish resident status or a valid work permit.
Competencies

The competencies required for the post include the ability at a high level to:

- Possess and further develop a broad understanding of relevant areas of biomedical science and postgraduate education.
- Plan, coordinate and deliver complex multi-participant projects with attention to detail and deadlines.
- Motivate and empower others, who may be based outside the organisation, to reach organisational goals.
- Operate with a strong customer focus, incorporating regular assessments of current approaches.
- Communicate the vision and values of Molecular Medicine Ireland and the ICAT partners.
- Communicate at an interpersonal level and in written and oral presentations.
- Be personally effective and creative.

The successful candidate will be a highly motivated person with a high level of personal and professional integrity.