



Dublin City University
Faculty of Science and Health
School of Nursing and Human Sciences
Research Programme Manager
(3 year fixed term contract)

Background & Role

DCU has a strong track record in attracting both Irish and European Union research funding under Horizon 2020 (and all previous Framework Programmes), Marie Curie Actions and Erasmus. We offer a dynamic and internationally-focused environment in which to advance your academic career.

This post offers an exciting opportunity to join a Community of Public and Patient Involvement Practice at Dublin City University. The purpose of this co-operative inquiry (i.e. people, who share similar interests, working together to examine and understand experiences and actions through cycles of collaborative participation and practice transformation) project is to support and promote capacity building for high quality public and patient involvement in health and social care research. The project offers the Research Programme Manager an opportunity to work as part of a large PPI health and social care research Ignite team at DCU, and associated partner organisations, to develop PPI, research, leadership, management and communication skills. This PPI Ignite Award is funded by the Health Research Board. The Research Programme Manager will be based in the School of Nursing and Human Sciences, Dublin City University and will report directly to the Lead Applicant, Dr Veronica Lambert.

Duties & Responsibilities

Reporting to the Lead Applicant, the Research Programme Manager will:

- Coordinate and manage the PPI Ignite project
- Lead the conduct of a baseline audit and online survey of PPI practices
- Lead the conduct of a systematic literature review and develop PPI metrics
- Lead the facilitation of dialogue groups to develop a PPI framework, and associated practical resources and evaluation tool/s
- Lead, coordinate, design, deliver and evaluate a PPI training and mentorship programme
- Coordinate the growth of PPI networks and the implementation and evaluation of case studies using a PPI impact assessment tool
- Lead the conduct of an audit of end of project PPI metrics, online staff survey and partnership measurement impacts
- Coordinate and facilitate dialogue groups to reflect on PPI embedment and strategies for sustaining PPI collaborative networks and coordinate dissemination activities
- Coordinate Community of PPI Practice Network meetings and patient/public panels
- Establish mechanism for monitoring progress and reporting to Project Management Team
- Manage project documentation including minutes of all meetings etc.
- Manage relationships and communications between partner organisations, DCU health and social care researchers, and other DCU staff, as appropriate
- Establish international networks
- Coordinate and write project annual progress, final and ongoing reflective reports
- Action and coordinate a dissemination plan, and contribute to, and lead, conference presentations, publications, other social media activities

Eligibility Criteria

Applicants must have significant project management experience.

They must have strong leadership and influencing skills and be capable of exercising judgement and making decisions on a wide range of matters. A proven track record of effective networking and building strong working relationships within and across organisations, disciplines and professions is essential.

The successful candidate will have excellent facilitation, organisational, interpersonal and communication skills (written and oral). They must be able to work as part of a team, be able to take initiative, and work under pressure to tight deadlines.

The successful candidate shall have a primary degree and also ideally have a postgraduate degree (Master and/or PhD) in a related area. It is desirable that candidates will have familiarity with the research approaches applicable to this project and have personal and/or professional experience of the public and patient involvement agenda.

Salary: Depending on qualifications and experience, circa €52,000 p.a. excluding employers PRSI (10.75%) and pension contribution (20%). Commensurate with qualifications, relevant experience and proven expertise.

Closing date: 31st Aug 2017

Informal enquiries to:

Dr. Veronica Lambert, School of Nursing and Human Sciences, Dublin City University, Dublin 9, Ireland. Phone: +353 (0)1 7007161; E-mail: veronica.lambert@dcu.ie

Application procedure:

Application forms are available from the DCU Current Vacancies (Open Competitions) website at <http://www4.dcu.ie/hr/vacancies/current.shtml> and also from the Human Resources Department, Dublin City University, Dublin 9. Tel: +353 (0)1 700 5149; Fax +353 (0)1 700 5500 Email: hr.applications@dcu.ie. **Along with the application form, please submit a CV and cover letter.**

Please clearly state the role that you are applying for in your application and email subject line:

Job Ref 631 Research Programme Manager - Public and Patient Involvement Ignite Award DCU.

Applications should be submitted by e-mail to hr.applications@dcu.ie or by Fax: +353 (0)1 700 5500 or by post to the Human Resources Department, Dublin City University, Dublin 9.

Dublin City University is an equal opportunities employer