Trinity College Dublin
Coláiste na Tríonóide, Baile Átha Cliath
The University of Dublin

Job Description

Comp ID:	036798
Job Title:	Horizon Europe Innovation Proposal Manager
School/Department:	CRANN
Job Category and Level:	Professional, Administrative & Support;

The Purpose of the Role

The Advanced Materials and BioEngineering Research (AMBER) Centre seeks to appoint a Horizon Europe Innovation Proposal Manager to join its successful multidisciplinary team of professionals. This role is a new initiative which will seek to embed a culture of innovation and entrepreneurship in the Centre by providing training and support to researchers in preparing proposals to innovation focussed programmes in Horizon Europe, such as the European Innovation Council (EIC) and the European Research Council (ERC) Proof of Concept Programme.

This role will be embedded within the team of professional staff at the SFI funded AMBER research centre. The post-holder will work as part of a team with responsibility for the implementation of AMBER's non-exchequer/non-commercial funding strategy together with our world leading academics, university partners and TTO offices, and national and international agencies. Although the role-holder will work as part of a team, they will have responsibility for developing a package of dedicated innovation supports in AMBER, with the ultimate goal of moving fundamental research closer to market, from early-stage research, to proof of concept, technology transfer, and the financing and scale up of start-ups and SMEs. The role-holder will equip AMBER researchers with the business skills needed to mature early-stage research, validate their technology and advance their market readiness. There will be an emphasis on harnessing AMBER ERC Proof of Concept (PoC) and other EIC-enabling awards towards EIC Transition proposals, ultimately leading to an increase in the number of AMBER spin outs and HPSUs. This role is supported by Enterprise Ireland through the Horizon Europe Large Scale Initiative fund.

Main Responsibilities

The role-holder will develop new activities and training in the Centre, including but not limited to:

Leadership

- Act as a subject matter expert on direct innovation proposal writing and management in support of AMBER Researchers across the centre'institutional partners
- Be responsible for meeting all EI terms and conditions as set out in the grant agreement

Strategy

- Lead the development and implementation of AMBER's strategy for the commercialisation of fundamental research outputs funded through Horizon Europe programmes. This will include:
  - Mapping eligible ERC PoC and FET/EIC Pathfinder awards to EIC Transition calls, and identify a pipeline of future potential spin outs in partnership with the Academic investigators and the institutional tech transfer office.
  - Provide training to postdoctoral researchers in commercialisation skills. The postholder will develop a suite of training materials for EIC and innovation and entrepreneurship activities in AMBER, leveraging existing national, European and international resources. The training will include:
    - Delivery of information events & grant writing training focussing on applications to upcoming EIC and other innovation focussed call deadlines
    - Design and facilitation of brainstorming and concept development workshops alongside 1:1 meetings with PIs and postdocs across the AMBER partner institutions to identify possible ideas and partnerships of interdisciplinary teams from across the centre.
    - Development of tools and templates for assessing the disruptive nature of the work and developing an early business case.
    - Delivery of training in writing business cases including aspects such as patent searches, commercial market report access, contacting industry groups and individual companies as well as identifying key stakeholders that would be central to developing commercial impact from the research.
    - Delivery of Interview Training for the EIC Transition programme: Expert interview preparation and training for proposals which pass the first review stage
    - Act as a mentor, providing training to teams and individuals on pitching to industry stakeholders and Venture Capitalists
  - In partnership with our institutional TTOs leverage best practise for training and coaching researchers to provide them with the skills needed to commercialise research
  - Act as a mentor to researchers providing expertise in the drafting of business plans & 'business & exploitation cases' for higher TRL level EU grant applications in EIC and Pillar 2 consortium proposals
  - Establish links with TCD Business School exploiting opportunities for collaboration with AMBER research teams in the write business plans in EIC proposals
  - Engage with AMBER industry partners to identify opportunities to participate in relevant EIC calls, supporting both internal PI and external industry stakeholders in the proposal development process,
  - Lead horizon scanning to identify further innovation funding opportunities for AMBER researchers and work with them to prepare bids to relevant calls

- Lead the preparation the non-scientific elements of EC proposals required by TCD with accountability for ensuring their accuracy and timely submission.
- Support the PIs with identifying and exploiting new initiatives and opportunities towards the exploitation and commercialisation of AMBER research outputs
- Provide subject matter expertise in the area of innovation and commercialsiation to European funding proposals being prepared by the AMBER NENC team.
- Provide strategic innovation advice to AMBER

General

- Represent AMBER and the NENC team as required at meetings and events.Any other duties that arise from time to time as directed by the line manager.

Person Requirements

The role-holder will require the following knowledge, skills and attributes for successful performance in the role.

Qualifications

- The candidate must have a degree or higher in a relevant discipline.
- Research and innovation proposal support experience (essential)

Knowledge

- Knowledge of the European research funding and innovation ecosystem– essential..
- Working knowledge of Microsoft Office, e-mail, and the web – essential.
- Knowledge of the structure of AMBER within the university context.

Experience

- Min 5-7 years experience in the following (essential):
    o supporting innovation/commercialisation proposals to EU and national programmes
    o delivering training to researchers in commercialisation and entrepreneurship skills
    o drafting business and exploitation cases for innovation proposals
- At least 5-7 years Experience in writing commercialisation focussed grants and business cases
- Experience of managing and/or coordinating productive partner relationships or projects across academia and enterprise/other sectors (essential).
- Experience in the management of European Commission proposals and use of European Commission tools and platforms (desirable).
- Experience of hosting and running consortium meetings (Essential).

Skills

- Ability to manage competing priorities and maintain high level of professionalism when working under pressure.

- Strong networking and consultative skills, with an ability to grow relationships based on delivering value to all customers.

- Excellent IT skills

- Excellent interpersonal, communication and presentation skills – both written and verbal; interacts well with individuals and groups. The candidate must be able to use varied methods of communication and maintain clear lines of communication with various internal and external stakeholders.

- Excellent analytical skills - can identify a problem/risk and propose solutions to multi- faceted problems.

- Ability to work flexibly and effectively as part of a team and to engage with multi-disciplinary stakeholders, both in person and remotely.

- The ability to identify long-term solutions to a problem using knowledge and experience.

- Willingness to travel nationally and internationally consistent with demands of the role and must have a valid passport.

- Flexibility around busy times (after hours working may occasionally be required).

Personal attributes

The role-holder will:

- Demonstrate an energetic, self-motivated and resourceful approach, with the ability and willingness to work both independently and within in a team in an evolving and dynamic work environment.

- Demonstrate discretion and a professional approach to all activities, seeing all tasks through to completion.

- Show a consistently high degree of personal responsibility and conscientiousness; the ability to use judgment and initiative to deal with daily unforeseen problems and circumstances, with limited guidance.

Trinity Competencies

In Trinity there are 6 Core Competencies that are applicable to all roles across a range of professional, administrative and support jobs, unlike specialist or technical skills which may be job specific. They provide a common language for describing performance and the abilities/attributes displayed by individuals. They focus on 'how' tasks are achieved, not 'what' is achieved.

Below is a summary definition of the 6 Core Competencies.

	Competency	Summary Definition
1	Agile Leader	Sees the big picture and harnesses opportunities to achieve the University's goals. Creates clear direction for the future and how to get there.
2	Unlocks Potential	Energised, capable and confident to take ownership and responsibility for their development and goals. Motivates, supports and develops people to perform to the best of their ability.
3	Service Ethos	Finds ways to increase stakeholder and customer satisfaction. Builds relationships, is proactive and delivery focused in order to anticipate, meet & exceed expectations.
4	Builds Trusted Relationships	Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
5	Decision-making	Confidently makes timely decisions based on knowledge, evidence and sound judgement.
6	Achieves Results	Delivers results by setting direction, planning, executing and evaluating impact.