Procedures for the Employment of Research Staff

Contents:

1 Introduction

This Procedures document sets out the arrangements for the employment of Research Administrators, Researchers [Research Assistants, Research Fellows and Senior Research Fellows] and Postdoctoral Researchers. It also sets out the job descriptions, pay scales and promotion criteria for such staff.

This document will apply to all new/replacement or contract renewal posts with effect from **1 August 2010** and is in compliance with the Employment Control Framework (January 2010).

For the purposes of this Procedures document, a 'line manager' refers to the Director, Head of School or Manager of the designated DIT R&D Centre/Institute, as appropriate.

2 Applications for External Funding

Where Research Administrators and Researchers [Research Assistants, Research Fellows and Senior Research Fellows] and Postdoctoral Researchers apply for funding, applications should include the name of the DIT academic/Principal Investigator who will appear as the overall project manager.

Applicants must ensure that the budget is fully costed i.e. include all materials and equipment, personnel, travel/subsistence, recruitment and selection of researchers and the appropriate overhead. The budget must also cover all eventualities e.g. honourarium payments to selection board members, pension, redundancy, movement on incremental scales etc.

3 Structure of Research Posts in DIT

Researchers are defined as 'professionals engaged in the conception and creation of new knowledge, products, processes, methods and systems and also in the management of the projects concerned' (OECD 2002). Traditionally the term 'Postdoc' referred to an early stage researcher who had recently finished a PhD and was working on contract until they gained a permanent academic position. However, as it has become common for a researcher to hold several short-term contract positions or even stay on short-term contracts for the duration of their research career, the generic term Postdoc can be misleading as it may refer to a wide range of researchers at different stages in their career.

The Principal Investigator (PI) is the primary individual in charge of a research grant, cooperative agreement, training or public service project, contract, or other sponsored project and is the person in whose name the activity is registered in DIT. S/he reports to a

Head of a DIT designated Research Centre/Institute, Head of School or Director, as defined on the contract. A PI should satisfy no. 1 below, and two of the other three:[1]

1. Independent acquisition of external competitive funding to conduct research. The person designated on a successful, competitive research proposal submission as the individual responsible for the overall administrative and programmatic aspects of the proposed research project.

and two of the following:

2. Responsible for the supervision or co-supervision of PhD students and/or post-doctoral researchers;

3. Possess autonomy in directing research and have a leadership role;

4. Individual must be a member of academic staff.

The *European Charter for Researchers* and *Code of Conduct for the Recruitment of Researchers*[2] sets out the roles and responsibilities of researchers, their employers and funders and was adopted by the European Commission in 2005. While Ireland has not signed up to the Charter, this policy begins to align DIT with its principles.

In order to provide clarity around the roles and responsibilities of research administrators, and researchers at different stages of their careers, there will be a career title structure, consisting of the five titles outlined below. All positions will normally be filled on the basis of obtaining a competitive research award through ***an open, transparent, competitive, peer-reviewed and performance-based process or a competitive tender.***

There are five different posts in operation in DIT

- Research Administrator (Grade A-E)
- Research Assistant
- Post Doctoral Researcher
- Research Fellow
- Senior Research Fellow

The job descriptions, requirements and terms and conditions of each of the above posts are in lines with a draft document presented to the Higher Education Research Group (HERG) (September 2009) which is an interdepartmental and interagency committee under the auspices of the Department of Education and Skills. See details in the Appendix of this document.

The Arnold Graves Postdoctoral Fellowships programme will continue to run independently. Further information about the Arnold Graves Postdoctoral Fellowships programme is available from the Graduate Research School office.

There may be exceptional situations when the level of external funding is available (e.g. Stokes Professorships) where the regulations set out in this policy cannot be applied. In these circumstances, rates of pay and associated conditions must be approved by the Director of Research and Enterprise following consultation with Human Resources.

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[1] IUA PI Definition November 09
[2] http://ec.europa.eu/eracareers/pdf/am509774CEE_EN_E4.pdf

4   Requesting the filling of a vacancy and the Employment Control Framework

As of January 2010, the Higher Education Authority issued DIT with a new Employment Control Framework.   This framework sets out the criteria by which DIT may make appointments under strict criteria. Any request to fill a Research vacancy must be done in line with this Employment Control Framework.

For every Research vacancy that arises, a Staff Requisition Form should be completed.

The Staff Requisition Form (SRF) can be found at

http://www.dit.ie/services/hr/resourcing/recruitment/

The form must be electronically signed by the relevant Director and submitted *electronically in Microsoft Word Format* to the Secretary to the Human Resources Committee at **SRF@dit.ie.**

Each SRF will be allocated a post reference number and the submission will be acknowledged.

4.1 Approval Process

Researchers, Research Fellow and Senior Research Fellow (with the exception of Arnold Graves Scholars) will undergo a three step approval process (there are certain exceptions where posts require HEA approval also – see note below):

1.   Financial evaluation by DRE to ensure the budget is available for the duration of the project. Any issues or concerns raised by DRE will be discussed, as appropriate, with the appropriate Directorate, HR or Finance.

2.   Human Resource Management approval via the HR Approval Group to ensure that the terms and conditions are in line with those in operation and that any legislative requirements / collective agreements are complied with.

The HR Management Approval Group meetings are co-ordinated by the Secretary to the Head of Human Resource and the group consists of the Director of Human Resources, the Head of Human Resources, the Operations Manager and the Resourcing Manager and occur on a monthly basis.

The post will either be:

    (i)   approved to go to the President for final sign off

        - HR will notify accordingly via e-mail to the relevant Director

    (ii)   approved to go to the President for final sign off pending receipt of certain information;

        - if further information or clarification is required this is the responsibility of the relevant Director to provide the information to HR. HR will provide a precise description of the missing information required for a successful application.

or

    (iii)   Not be approved

3. Sign-off by the President

Note:

- HEA approval is required for all posts funded by ***non-Exchequer*** funding, e.g. industry and philanthropy. Posts requiring HEA approval will be submitted to the HEA after the HR Approval Group at which they get approved. The decision of HEA is conveyed to the President for final approval. The HR Operations Manager will advise relevant Directors of the President's decision.

- Requests for the filling of vacant posts cannot progress to the next stage of the process until all requested paperwork is complete. Incomplete forms or requests on incorrect forms will not be accepted by Human Resources and will be returned to the Director and will not be considered for approval that month. It is the responsibility of the relevant Directorate who made the request to submit the required information.

- To meet the timelines of the Employment Control Framework, requests for the filling of vacancies should be submitted in compliance with the following rules and deadlines:

  - By 1st of the month to the relevant Director for where the post is located
  - By 7th of the month to Human Resources [who will liaise with DRE for finance approval]
  - By 12th of the month from DRE back to Human Resources [who will consider the request at its next HR Approval Group meeting]
  - By 20th of the month to HEA (if required - notification of HEA approval is expected by 30th each month)

For further detail in relation to the Employment Control Framework and the approval process for requesting vacancies to be filled please see the HR website at www.dit.ie/humanresources

5   Key Contract Principles and Contract Renewals

All new/replacements/renewal appointments will be on a **Fixed-Term** basis or in exceptional circumstances on a **Specified Purpose** basis.

It is DIT policy that all contracts will be for the duration of the term for which the external funding is available in the first instance.

Researcher appointments are normally made in compliance with the terms of a successful research funding application. Occasionally, appointments will be made, on the basis of identified funding, as a result of a strategic decision in respect of a priority identified with or across R&D centres and faculties/colleges.

Contracts may not be renewed. Contracts exist for a fixed duration and at the end of that duration. They may be extended subject to the following conditions:

1. The approval of the funder;

2. Adequate project finance to cover the extension;

3. Due recognition of impact of such an extension for CID, redundancy etc.;

4. The extension is entirely within the remaining term of the funding project.

Any exceptions beyond the above will be subject to approval by the Directorate of Research and Enterprise, in association with HR as appropriate.

Any request for a contract renewal must be notified by the relevant Director to DRE and the advice of HR sought **three months prior to cessation or earlier**.

In the event of multiple projects funding a single Research Administrator, Researcher or Post Doctoral Researcher post, it is important that the funding streams are clearly identified **prior to the issue of a contract** and that this information is made explicitly clear in the contract.

Where a project has been awarded additional or new funding for additional or complementary research work, during the life of the initial contract, this will be deemed to be a new external funding stream. No request for a renewal of contract linked to the original project will be approved. Posts funded under the additional or new external funding will be considered as new posts and will be subject to the Procedures document. In these circumstances, line managers and relevant Directors should be cognisant of the need to plan in advance for the approval and filling of posts.

It is the line manager's responsibility to keep account of and track contracts. DRE will provide advice with respect to funding and budget matters and HR will provide advice where a renewal may/will have implications for a potential Contract of Indefinite Duration (CID) under the Protection of Employees (Fixed Term Work) Act. Four years continuous service may establish an entitlement to a CID provided there are no objective grounds to the contrary. A CID may not be issued unless there is adequate funding in place to meet the cost of the permanent employment of the staff member.

Where a request to renew a contract is being made it should be done by submission of a Staff Requisition Form. The process is that as per the filling a vacant post outlined in section 4.

6   Recruitment and Selection of Research Staff

Recruitment and selection can only be initiated for an approved post. Once a post is approved HR will liaise with the relevant Line Manager in relation to the filling of the position. No recruitment or selection should take place before this.

6.1 Advertising

All Research staff vacancies must be advertised online internally and/or externally (including on DRE Research Opportunities webpage). International recruitment of research positions is strongly encouraged.

All applications should be made via the online recruitment system unless otherwise agreed with HR.

6.2 Selection

The selection process will be managed by HR for Central Directorates (including Directorate of Research and Enterprise) and by College Administration Offices for research staff who will report into a specific College. The relevant person will be responsible for setting up Selection Boards and arranging interviews or other selection methods.

The Selection Board for Research Administrator and Research Assistant Posts will consist of the following:

• College Director (or his/her nominee) who will normally be another senior DIT academic

• Principal Investigator

• Head of School or Manager of the designated DIT R&D Centre/Institute

The Selection Board for Postdoctoral Researcher, Research Fellow, Senior Research Fellow Posts will consist of the following:

• College Director (or his/her nominee) who will normally be another senior DIT academic

• Principal Investigator

• Head of School or Manager of the designated DIT R&D Centre/Institute

• External Subject Specialist at the appropriate level and experience.

Draft templates in relation to Interview Evaluation Sheets or Selection Board Reports are available from DRE.

For further details on the Selection Procedures please refer to the www.dit.ie/humanresources

6.3 Honorarium for External Interviewers

Honorarium payments will be made only to the external Selection Board members and will be processed by the Human Resource Department on receipt of the Selection Board Report.

Where Selection Board Expense forms request payment for expenses other than the honorarium then the claim form will be processed by the relevant Directorate/College.

7   Appointment[3]

Following the selection process, all documentation relevant to the interview process should be returned to the Resourcing Manager. This should include the Selection Board Report outlining the successful candidate as well as interview evaluation sheets and notes taken by selection board members as well as all documentation relating to the selection process.

The appointment will be processed by HR in line with the Policy on Recruitment and Selection at DIT including the issue of an offer letter requesting relevant documentation, noting the appointment at Governing Body and issuing of contracts of employment.

The point on the appropriate scale on appointment should be, as delineated in the job specification for that particular position, in alignment with the budget approved by the funding agency. Any exceptions to this must be approved by DRE. The decision will be made by the Director of Research and Enterprise or his/her nominee on the basis of an evaluation of the post carried out by the Director (or nominee) and the line manager to the post, in light of advice from Human Resources.

8   Induction and Probation

Once a new staff member has been appointed to a role in DIT they will undergo a comprehensive Induction Process in accordance with DIT policy.

- Stage 1: Local Welcome (First Day)

- Stage 2: Overall DIT Induction (Within first quarter of academic year – date dependent)

- Stage 3: Directorate of Research and Enterprise (DRE) Welcome/Induction (Normally within first quarter of academic year – date dependent)

- Stage 4: Welcome DIT Reception (Within first year)

For full details of the induction process please see the Induction Policy at

http://www.dit.ie/media/documents/humanresources/policiesprocedures/recruitment/Staff-Induction-Policy.doc

New staff members will be subject to a probation period. Their probation period will be outlined in their contract of employment and will be subject to the Institute's Probation Policy

Full details of the DIT's Probation Policy can be viewed at

http://www.dit.ie/media/documents/humanresources/policiesprocedures/recruitment/Probation-Policy.doc

A copy of the Probation Report Form can be downloaded at

http://www.dit.ie/media/documents/humanresources/policiesprocedures/recruitment/Probation-Report-Form.doc

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[3] Appointees will be deemed to be appointed to the College/Directorate to which the funding project has been registered.

9   Pension/PRSA

Research staff included in this document are not eligible for the Education Sector Superannuation Scheme (ESSS). However, DIT will notify research staff members on appointment that they have a right to contribute to a standard PRSA administered by a DIT contracted provider or a provider of their own choosing. Where the funding agency permits, DIT will make a contribution to this PRSA.

10   Incremental Credit

10.1 Research Administrators

There are no criteria for, or automatic rights to promotion between grades for Research Administrators.

As for other administrative staff in DIT, promotion from one grade to another will result from appointment after a competitive recruitment process for a post at a higher grade. See section 11 below on Employment Opportunities.

Movement on the incremental scale will be subject to satisfactory service will move up to the next point on an annual basis

Inclusion of a Research Administrator post in an external funding bid should take cognisance of this and also the movement on the Long service increments as outlined below:

i) Movement from point 12 to point 13 on Grade A will only occur after 3 years on that point (*i.e*. point 13 is an LSI)

ii) Movement from point 8 to point 9 on Grade B will only occur after 3 years on that point and movement from point 9 to point 10 on Grade B will only occur after 3 years on that point.

iii) Movement from point 5 to point 6 on Grade C will only occur after 3 years on that point and movement from point 6 to point 9 on Grade C will only occur after 3 years on that point.

iv) Movement from point 5 to point 6 on Grade D will only occur after 3 years on that point and movement from point 6 to point 7 on Grade D will only occur after 3 years on that point.

v) Movement from point 9 to point 10 on Grade E will only occur after 3 years on that point and movement from point 10 to point 11 on Grade D will only occur after 3 years on that point.

See the Salary Scales for each of the Research Administrator Grades in the Appendix.

10,2 Research Assistants, Post-doctoral Researchers (with the exception of Arnold Graves Scholars) and Research Fellow and Senior Research Fellows

Movement on the salary scale is dependent upon 1) approved funding, 2) the funder's regulations, and 3) the specific terms of the contract.

Starting salaries must be related to the level of research undertaken and the commensurate skills and qualification level of the researcher.

Those employed in a specified role within a research project, must be placed on Fixed-term or Specified Purpose Contracts for the **time period or purpose of that research only**.

11 Employment Opportunities within DIT

All Research Staff will, as with all DIT staff, be made aware of any internal opportunities available. HR sends an "all-staff list" e-mail informing them of vacancies on web.

12 Leave

12.1 Annual Leave

Annual leave is granted in accordance with the terms and conditions of employment (see appendix for details of annual leave per job type).

Annual Leave should be applied for in advance to the Line Manager and must be used and administered in accordance with DIT policy on Annual Leave

For further details see http://www.dit.ie/services/hr/leave/whatwedo/

12.2 Sick Leave

Current sick leave entitlements for Research Staff is Up to 5 single days per annum uncertified sick leave plus a maximum of 14 days certified sick leave per annum may be granted. Pro rata sick leave entitlements will apply to contracts of less than one year's duration. Payments in respect of sick leave will be adjusted by reference to any disability benefit received from the Department of Social, Community & Family Affairs.

For continued illness the DIT will be entitled to withdraw from the contract.

12.3 Statutory Leave

Statutory leave (i.e. Maternity leave, Parental leave, Carer's leave and Adoptive leave should be availed of in accordance with DIT policy.

All leave must be taken within the term of the project agreement. Leave beyond the end of the contract is not an eligible cost.

For further details see http://www.dit.ie/services/hr/leave/whatwedo/

13 Cessation of Employment

13.1 Resignation

If a staff member resigns then an R&D Form 4 must be completed outlining the details and attaching any relevant letter of resignation or other details. This form should reach HR at the latest at the end of the first week in which the person is ceasing to allow for appropriate processing and to prevent any overpayment to the individual.

On the R&D Form 4, any outstanding leave the employee has (if any) must be stated to allow these days to be included in the final payment. If the staff member has exceeded their leave entitlement, this must also be stated so that any overpayment can deduct this from the final salary.

13.2 End of Contract and Redundancy

All appointments must finish in line with the contract of employment, unless an extension has been granted.

If a request for extension has been received, but no approval has yet been granted, the contract will cease until such time as the approval is granted. If granted the person may be then re-employed but should not be employed pending approval.

In the case of the end of a contract an R&D Form 4 is required, any outstanding leave the employee has (if any) must be stated to allow these days to be included in the final payment. If the staff member has exceeded their leave entitlement, this must also be stated so that any monies owed can be deducted this from the final salary.

The R&D Form 4 is available at

http://www.dit.ie/media/documents/humanresources/policiesprocedures/recruitment/rand d4form.pdf

It is Institute policy that in order to be entitled to redundancy a staff member must have in excess of 104 weeks continuous service **and** have at least one contract renewal.

Redundancy will not be paid to a staff member where his/her contract has come to a natural end in accordance with the terms of that contract (this policy applies to the ending of a fixed term and/or specified purpose contract.)

Where it has been decided by the Institute not to fill a replacement post or renew a contract such **posts** are now deemed to be suppressed/redundant. Redundant posts may be filled after a period of 6 months subject to the approval of the Human Resources Committee.

Managers must advise their staff of the Institute decision taken in respect of their employment. HR will formally advise the individual of the situation when a manager confirms that he/she has spoken with their staff member. Statutory entitlements will be worked out by HR in accordance with Institute policy where appropriate and any entitlement will be paid to the employee out of Project funds. Should there be no project funds available the payment will be made from the relevant College/Directorate budget.

Employers who pay the statutory redundancy entitlement and give proper notice of redundancy (at least two weeks) are entitled to a 60% Rebate from the Social Insurance Fund, into which they make regular payments themselves through P.R.S.I. contributions.

These Procedures will be subject to operational review.

QUERIES

Contact: Directorate of Research and Enterprise

Tel: 402 3370

E-Mail: **eidin.finlay@dit.ie**

Specific HR queries can be directed to Ms Mary Malone. Full contact details are available at *http://www.dit.ie/services/hr/resourcing/team/*

(Last Updated Friday 21st May 2010)

Appendix

RESEARCH ADMINISTRATOR

Indicative Job Description

The job description for a Research Administrator is broadly consistent with that for other administrative staff within DIT. Any exceptions to the job description below should be consistent with the project and project funding, and approved by DRE. However, some typical duties are given below:

- Maintenance of research project budgets, e.g. via Agresso system, and liaison with Research Accounts;

  - Administration of conference, colloquia, or seminar organisation and delivery;

  - Administration of R&D and enterprise promotion events;

  - Assist in production of DIT *Research News*, DIT designated R&D centre/Institute, keeping website or other publicity material up-to-date, etc.

  - Arrangement of researcher / postdoctoral / postgraduate travel;

  - Recording and reporting of project hours / individual hours through the timesheet system;

  - Collation of research data for internal and external distribution;

  - Providing personal assistance to R&D centre directors and managers;

  - Maintaining 'assets registers' on behalf of R&D centres;

  - Administration of postgraduate researcher registration, progression examination and budgets;

  - Such other duties as may be required from time to time.

The post-holder will normally be based in the offices of the designated R&D centre/Institute within DIT.

Essential Criteria

- An undergraduate degree or equivalent award by an approved degree-awarding authority;

- Computer skills (Word, Excel, Powerpoint)

- Minute taking

- Meeting organisation

- Good communication skills – both verbal and written

Desirable Criteria

- Finance and budgetary experience

- Database experience

- Aggresso

Hours of Work

37 hours per week

Leave

Leave 20 days per annum

RESEARCH ASSISTANT

Indicative Job Description

The post holder will be required to carry out research in the area of …………, including designing and running experiments, recording, analysing and writing up the results (as part of a research team).

Principal Duties and Responsibilities

- To contribute to the design of a range of experiments or field studies, etc. in relation to the project;

- To set up and run experiments in consultation with the Principal Investigator, ensuring that experiments are appropriately supervised and supported. To record, analyse and write up the results of experiments or field studies;

- To prepare and present findings of research activity to colleagues for review purposes;

- To contribute to the drafting and submitting of papers to appropriate peer reviewed journals;

- To help prepare progress reports on research for funding bodies as required;

- To contribute to the preparation and drafting of research bids and proposals;

- To contribute to the overall activities of the research team and department as required;

- To contribute to the induction and direction of other research staff and students as requested;

- To work independently on an assigned research task;

- Bee responsible for ensuring that equipment is safe and maintained in working order;

- As duties and responsibilities change, the postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager;

- The postholder will actively follow all DIT policies and regulations, and maintain an awareness and observation of Research Ethics, and Health and Safety Regulations.

S/he will normally be based in the offices of a DIT designated R&D Centres/Institute, and will be integrated into the activities of their College/School within DIT.

Essential Criteria

- An Honours Degree from an approved degree awarding institutions or equivalent in a appropriate discipline;

- Evidence of familiarity with the subject matter and willingness to be/remain contemporaneous with the subject matter;

- Ability to analyse and write up data;

- Knowledge of research techniques.

Desirable Criteria

- Postgraduate research qualification, e.g. MPhil or MSc, in relevant subject area;

- Evidence of knowledge and experience with different research methodologies, and the appropriate software;

- Evidence of research ethics training;

- Ability to present complex information effectively to a range of audiences;

- Effective written and verbal communication skills;

- Experience working in a research environment;

- Experience of multi-disciplinary working;

- Ability to work collaboratively and as part of a team;

- Commitment to high quality research ;

- Understanding of special safety precautions and/or equipment, e.g., working around operating machines, working with contagious diseases or hazardous chemicals, etc.

Hours of Work

37 hours per week

Leave

20 days per year

Indicative Job Description

A Postdoctoral Researcher is someone who has recently completed and graduated with a PhD qualification normally within the past 5 years. The primary focus of the Postdoctoral Researcher will be research however a particular emphasis during this stage should be placed on gaining experience in grant writing and acquiring generic and transferable skills (including project management, business skills and postgraduate mentoring/supervision). Postdocs may be expected supervise postgraduate research students, and identify and apply for funding opportunities.

The time spent as a Postdoc is considered an internship phase as the researcher will have dual goals in terms of the research project and their own career development into the academe, industry, government or the non-profit sector.

Post-docs are encouraged to take responsibility for their own career development in the knowledge that for most researchers their careers will lie outside academia. The personal career/research-development plan should highlight specific research project goals and milestones, and to enable him/her to explore various career options and identify any further skills/experience needs. International and inter-sectoral experience is highly desirable and mobility is strongly encouraged. The career development plan will be evaluated through a systematic and continuous professional development and appraisal system. S/he will be mentored in the development of their research career by a Principal Investigator (PI)/Snr member of academic staff – in association with the appropriate College and School – who has secured funding for the position or who is named as a mentor on the award that the Postdoctoral researcher has secured (e.g. Research Councils).

The appointment will normally last four years but no longer than five years The job description is consistent with the draft HERG document aforementioned, recommendations of the Advisory Science Council report[1]and the norms of international practice.

S/he will normally be based in the offices of a DIT designated R&D Centres/Institute, and will be integrated into the activities of their College/School within DIT.

All Postdoctoral researcher positions must be competitively and publicly advertised and appointed in line with recruitment guidelines aforementioned.

Principal Duties and Responsibilities

- Manage and conduct a specific programme of research and scholarship under the leadership of your Principal Investigator/Snr member of academic staff;

- Disseminate the outcomes of this research and scholarship including peer-reviewed academic publications of international standing;

- Assist in the further development of the research programme and in seeking and pursuing appropriate external funding;

- Where appointed to do so by DIT, supervise graduate research students as co-supervisor;

- Take responsibility for, manage and conduct administrative and management tasks associated with the programme of research

- Engage in appropriate training and professional development opportunities as required by your Principal Investigator.

- Play an active role in knowledge and technology transfer activities;

- Manage research grants in accordance with DIT Financial Regulations and the conditions of the funding body

- Prepare and present findings of research activity to colleagues for review purposes.

- Submit papers to appropriate journals and attend and present findings at appropriate conferences.

- Prepare progress reports on research for funding bodies as required.

- Seek new areas of research and prepare and submit research bids and proposals that will enhance the reputation of DIT.

- Participate fully in the wider research and scholarly activities of the Research Centre/Institute and College/School;

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Director of the College/School;

- The postholder will actively follow all DIT policies and regulations, and maintain an awareness and observation of Research Ethics, and Health and Safety Regulations.

Essential Criteria

- An Honours Degree from an approved degree awarding institutions or equivalent in an appropriate discipline;

- Research degree, normally PhD;

- Evidence of a research profile and publication record, within the requisite subject area;

- Knowledge of research techniques and methodologies;

- Commitment to high quality research.

Desirable Criteria

- Record of having secured independent, competitive research funding;

- Experience of research supervision;

- Effective written and verbal communication skills with ability to present complex information effectively to a range of audiences;

- Ability to work collaboratively and as part of a team;

- Knowledge transfer skills.

Hours of Work

- 37 hours per week

- Any teaching work shall be limited to a maximum of 100 hours per annum spread over the academic year.

Leave

22 days per year

RESEARCH FELLOW

Indicative Job Description

A Research Fellow will normally be someone who has secured external research funding inclusive of their salary following an open, transparent and competitive selection process by the research funding body or who has been appointed by the HEI following an open competition. The Research Fellow will be associated with a/another Principal Investigator who will act as their mentor and facilitate access to research infrastructure.

The post holder's primary responsibility will be to conduct research on the specific discipline required, related to a funded DIT research programme(s) and s/he will assume responsibility for key aspects of these programme. This will include the general testing and analysis of the research group as well as more general philosophical and methodological problems arising in this area. The post holder will be expected to engage with scientific findings and public policy issues in relation to their discipline and to publish the results of his/her findings in academic journals and books. The post holder will be expected to help with the identification of funding opportunities, and to author research funding proposals.

Research Fellows must have a track record of high quality peer reviewed publications, be experienced in post graduate supervision and have project management experience. Knowledge transfer and commercialisation experience should also be taken into consideration. S/he may also have some teaching and mentoring duties. Research Fellows should be evaluated through a systematic and continuous professional development and appraisal system.

Research Fellows are expected to undertake some teaching, supervise postgraduate research students, manage research projects, oversee the activities of research teams and disseminate the outcomes of research in the most appropriate media. S/he should be evaluated through a systematic and continuous professional development and appraisal system.

S/he will normally be based in the offices of a DIT designated R&D Centres/Institute, and will be integrated into the activities of their College/School within DIT.

The job description for a Research Fellow is consistent with the draft HERG document aforementioned and the norms of international practice.

All Postdoctoral researcher positions must be competitively and publicly advertised and appointed in line with recruitment guidelines aforementioned.

Appointment duration is conterminous with funding, and in alignment with the policy outlined in this document.

Principal Duties and Responsibilities

- Manage and independently conduct a specific programme of research and scholarship;
- Disseminate the outcomes of the research in appropriate national/international peer-reviewed academic publications, conferences, policy forums, etc;

- Take a leading role in the further development of the research programme and submit research bids and proposals that will enhance the reputation of DIT;

- Mentor, supervise and assist students and early stage researchers;

- Take responsibility for, manage and conduct administrative and management tasks associated with your programme of research

- Engage in appropriate training and professional development opportunities as required by your School or Institute, or the University and where applicable your Principal Investigator.

- Play an active role in knowledge and technology transfer activities;

- To manage the research grants in accordance with DIT Financial Regulations and the conditions of the funding body

- Participate in and collaborate with other parts of the DIT's work as required, including representing DIT to various constituencies and assisting the Research Centre/Institute in developing its research agenda;

- Undertake teaching and research supervision as directed by the line manager or Director of the College/School;

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Director of the College/School;

- The postholder will actively follow all DIT policies and regulations, and maintain an awareness and observation of Research Ethics, and Health and Safety Regulations.

Essential Criteria

- An Honours Degree from an approved degree awarding institution or equivalent in an appropriate discipline;

- Research degree, normally PhD;

- Evidence of strong research publication record, and national/international recognition of achievement within the requisite subject area;

- Record of having secured independent, competitive research funding;

- Extensive knowledge of research techniques and methodologies.

Desirable Criteria

- Evidence of research supervision experience;

- Experience of supervising other staff;

- Ability to work collaboratively and as part of a team;

- Commitment to high quality research.

- Effective written and verbal communication skills with ability to present complex information effectively to a range of audiences;

- Record of experience in knowledge and technology transfer activities.

Hours of Work

37 hours per week

Leave

24 days per year

SENIOR RESEARCH FELLOW

Indicative Job Description

A Senior Research Fellow title is awarded to individuals who have personally secured their own independent, external research funding, inclusive of salary, following an open, transparent and competitive selection process by the research funding body or who have been appointed by the HEI following an open competition. The Senior Research Fellow should be completely independent managing their own research project and research team, with all the duties and responsibilities associated with such a position.

Due to the prestigious nature of the position, it is anticipated that there will be a very small number of positions available with this title.

The Senior Research Fellow will have substantial experience in research and project management, a track record of high quality peer reviewed publications, and an excellent track record in obtaining research funding, including larger funds for research teams and infrastructure. Knowledge transfer and commercialisation experience should also be taken into consideration.

The post holder will be expected to engage with scientific findings and public policy issues in relation to their discipline and to publish the results of his/her findings in academic journals and books. S/he will normally be expected to supervise postgraduate research students and post-doctoral researchers, as appropriate. The post holder will be responsible for seeking funding to enable expansion and to oversee the development of the programme. The post holder will also engage in other aspects of the DIT's research agenda, with a particular but not necessarily exclusive focus on their own discipline.

The Senior Research Fellow may also have some teaching and mentoring duties. Senior Research Fellows should be evaluated through a systematic and continuous professional development and appraisal system.

S/he will normally be based in the offices of a DIT designated R&D Centres/Institute, and will be integrated into the activities of their College/School within DIT.

The job description for a Research Fellow is consistent with the draft HERG document aforementioned and the norms of international practice.

All Postdoctoral researcher positions must be competitively and publicly advertised and appointed in line with recruitment guidelines aforementioned.

Appointment duration is conterminous with funding, and in alignment with the policy outlined in this document.

Principal Duties and Responsibilities

- To design a programme of research into ------------
- To recruit, manage and lead a team of researchers to achieve the stated project aims.

- To oversee the setting up and running of the planned experiments, ensuring experiments are appropriately supervised and supported, results are recorded, analysed and written up in a timely fashion, and reports submitted to funding bodies as required.

- Disseminate the outcomes of the research in appropriate international peer-reviewed academic publications, conferences, policy forums, etc;

- To manage the research grants in accordance with DIT Financial Regulations and the conditions of the funding body

- To seek new areas of research and prepare and submit research bids and proposals that will enhance the reputation of DIT;

- Mentor, supervise and assist students and early stage researchers;

- Play an active role in knowledge and technology transfer activities;

- Participate in and collaborate on other parts of the DIT's work as required, including representing DIT to various constituencies and assisting the Research Centre/Institute in developing its research agenda;

- The postholder will carry out any other duties as are within the scope, spirit and purpose of the job as requested by the line manager or Director of the College/School;

- The postholder will actively follow all DIT policies and regulations, and maintain an awareness and observation of Research Ethics, and Health and Safety Regulations.

Essential Criteria

- An Honours Degree from an approved degree awarding institution or equivalent in an appropriate discipline;

- Research degree, normally PhD;

- Evidence of an independent research reputation with international record of achievement of high quality publications within the requisite subject area;

- Evidence of research leadership and management, including research supervision experience;

- Secured independent, competitive research funding for research teams and infrastructure;

- Experience of successful supervision of PhD students to completion;

- Record of experience in knowledge and technology transfer activities.

Desirable Criteria

- Effective written and verbal communication skills with ability to present complex information effectively to a range of audiences;

- Experience of managerial and academic responsibility for a research programme project and/or leading a team comprising Research Fellows and other research staff;

Hours of Work

37 hours per week

Leave

26 days per year

DIT Contract Research Salary Scales 2010

Please refer to the following link for rates updated 1st April 2010:

http://www.iua.ie/iua-activities/documents/RevisedResearcherSalaryScales--April2010_000.xls

DIT Contract Research Salary Scales for Research Administrators 2010

Research Administrator		Grade A	Grade B	Grade C	Grade D	Grade E
	No. of points	12+LSI	8+2xLSI	5+2xLSI	5+2xLSI	9+2xLSI
	Point 1	26,399	32,257	45,781	51,059	53,522
	Point 2	27,638	34,547	47,273	52,317	54,859
	Point 3	28,874	36,862	48,767	53,837	56,421
	Point 4	31,115	38,587	50,260	56,691	57,988
	Point 5	31,356	40,250	51,752	58,396	59,556
	Point 6	32,590	42,501			60,959
	Point 7	33,793	44,128			62,388
	Point 8	34,994	45,781			63,777
	Point 9	36,203				65,159
	Point 10	37,406				
	Point 11	38,615				
	Point 12	40,892				
	After 3 yrs	42,509	47,301	53,482	60,517	67,536
	After 6 yrs		48,827	55,210	62,651	69,922

Notes:

(1)   Salaries quoted are gross, excluding PRSI and pensions

(2)   These rates are based on DIT Salary Scales at 1st January 2010 for Grades 3 – 7 and pro-rated to reflect a 37 hour working week.

(3)   Subject to amendment through national discussions with the Department of Education and Science