Post Specification (Comp: 034309)

Post Title:	Non-academic Executive Director
Post Status:	Specific Purpose Contract
Department/Faculty:	School of Pharmacy and Pharmaceutical Sciences Trinity College Dublin, the University of Dublin
Location:	NatPro Centre for Natural Product Research. Panoz Institute. Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
Reports to:	Associate Professor Helen Sheridan and Professor Anne Marie Healy - NatPro Academic Directors
Salary:	Appointment will be made on the Senior Administrative Officer 2 at a point in line with Government Pay Policy €90,516 - €120,153.
Hours of Work:	37
Closing Date:	12 Noon (Irish Standard Time), 11th Feb 2020 at 12 noon.

The successful applicant will be expected to take up post on March 1st 2020 or as soon thereafter as possible.

Post Summary

Funding has recently been secured to implement a large-scale research project in the area of natural product research. The focus of the research will be on the 'Unlocking Nature's Pharmacy from Bogland Species' project which seeks to find therapeutic or commercial uses for sustainable bog land biodiversity. The bog lands project will be a key project in NatPro, a Natural Product Research Centre recently established by the School of Pharmacy and Pharmaceutical Sciences in Trinity College Dublin. This Centre of excellence will provide research, development and innovation (RD&I) support and stimulus to enable job creation, revenue growth and export market development in Ireland's Natural Product sector. The Centre has partners across TCD, academic institutions in Ireland, Europe and America, and across national and international industries. The NatPro Centre seeks a dynamic leader for the next ambitious stage of its development.

The **Executive Director:** The NatPro ED will be a highly dynamic, experienced individual with a proven track record in the Natural Product, drug discovery and regulation sectors. They will drive the mission, vision, culture and strategic objectives of Natpro and deliver implementation of the strategies developed. The ED will foster an environment of applied research excellence and impact, where innovation can flourish. The ED will have responsibility for leading and managing all applied research, collaboration, commercialisation, business development and operations activities. The ED will be responsible for ensuring NatPro's economic impact by developing with the academic co-directors its industry funding strategy, developing new industry involvement. A key objective of this role with be setting the vision and pathway to deliver the next stage of investment for the Centre, post 2023 funding.

The ED will be responsible for managing the coordination of the large-scale Bogland Project in addition to running the NatPro Centre and growing its engagement, impact and sustainability. The post holder will be responsible for leading a large team and will oversee the collaboration and management of a complex multi-disciplinary programme. They will provide coordinated supports for partner research teams to deliver the Project deliverables and strategic research collaboration objectives. With the Project staff, the post holder will ensure effective communication with government bodies, project partners and the wider group of stakeholders. The ED will report directly to the Academic Co-Directors and the NatPro

steering committee and will have operational responsibilities including HR, financial management, operations, and intellectual property management, and management of relationships with project partners, internally within TCD, nationally and internationally. The ED will play a central role in long term strategic planning of the Bogland Project and the NatPro Centre.

Further Information

Informal enquiries about this post should be made to Helen Sheridan [hsheridn@tcd.ie].

Standard Duties and Responsibilities of the Post

Effectively lead the *Unlocking Nature's Pharmacy from Bogland Species'* Project

- Manage the project from initial briefing through to execution and completion within tight timelines and within budget.
- Liaise with stakeholders to promote the continued development of the project, control the process and manage deliverables.
- Build and grow an efficient team of researchers to deliver scientific results, support academics involved in the scientific proposal and coordinate activities with stakeholders.
- Manage the project core team and set KPIs.
- Set-up a laboratory and identify key equipment needed to support the laboratory work.
- Develop an outreach programme to promote awareness in the Natural Product field and generate socio-economic impact through media and/or technical tools.
- Manage the budget in collaboration with the Principal Investigator (Assoc. Prof. Sheridan).

Effectively lead the TCD NatPro Centre

- Develop and implement a strategy to ensure the sustainability of the NatPro Centre.
- Provide leadership and vision to deliver on the Centre's growth
- Foster, strengthen and grow industry participation in the Centre in order to develop partnerships and engage in knowledge transfer and commercialisation
- Develop a strategic vision and culture for the Centre to implement with the Centre Co-Directors.
- Establish and direct the Centre's operations and daily activities for the continuous development and growth of the Centre.
- Implement and control management strategies to maintain the sustainability of the Centre, as well as procedures and work practices to support a leading-edge Centre. Support the Academic Centre Co-Directors in the development of financial strategies.

- Liaise with TCD and external key stakeholders in the national and international eco-system, resulting in their commitment to the development of disruptive innovation.
- Assist and develop Quality Management Systems requirements, when/if needed to support the Centre's activities, in line with the operational goals. Ensure the effective implementation of SOPs.
- Lead trouble-shooting activities and provide sustainable solutions for root-cause processing problems.
- Manage a portfolio of projects on Natural Products and contribute to the direction of research and development, within a highly regulated environment.
- Grow the Centre close-knit team and manage the staff, both technical and non-technical.
- Promote effective performance of the team to maximise efficiency gains and promote a positive workplace.
- Communicate progress against objectives to support continuous improvement of the Centre's growth regularly to key members.

Person Specification

Qualifications

- A university degree in Chemistry (Essential).
- Doctorate degree in Chemistry on Natural Products (Essential).
- Project management Qualification

Experience

- Extensive practical Post-Doctoral experience working both in academia and industry sectors >10 years (Essential).
- Excellent leadership skills with experience of creating a shared vision and gaining support at all levels in an organisation (Essential).
- Extensive experience in managing GLP, GMP and GCP programmes. Expertise in planning and managing early phases clinical trial in Europe, as well drug candidate GMP manufacturing processes (Essential). Having brought a drug candidate from lead optimisation to the clinic would be preferred.
- Knowledge of EMA and FDA, cGMP and ICH guidelines with experience of having liaised directly with regulatory agencies for clinical trial applications (Essential).
- Proven experience in setting-up research laboratories (Essential).
- Track-record in carrying out supplier selection, technical due diligence and CRO auditing (Essential).
- Practical experience in liaising third party providers in Ireland, Europe, US and Asia (Essential).
- Direct experience in developing sustainable strategic relationships with key stakeholders (Essential).
- Ability to demonstrate excellent written, verbal and interpersonal communication and presentation skills, as well as ability to effectively interact cross-functionally (Essential).

- Proven ability to work effectively as part of a multi-disciplinary team and excellent self-starter, with experience in developing and leading a team of professional staff (Essential).
- Ability to demonstrate strong organisational and prioritisation skills, with the capability to manage multiple deadlines (Essential).
- Excellent analytical skills including attention to detail (Essential)
- A knowledge of Irish state agencies and commercial sector (Essential).
- Willingness to support and contribute to other business areas as requested (Essential).
- Leadership training (Essential).

Desirable
- Track-record in securing funding in the areas of research/development of new business and managing complex cross-functional projects.
- Experience in writing grants.
- Qualification in Management Studies (Diploma from the ICM or similar)
- Proven practical expertise in Project Management across cross-functional projects, supported by certified Project Management Professional course.
- Significant proven experience in industry start-up environment, with direct leadership in establishing and growing a new business.
- Training in entrepreneurship.
- Proven ability in the design and implementation of Quality Management Systems in a start-up environment.
- Strong consultative skills, ideally backed-up by consultancy experience, with an ability to grow relationships based on delivering value to all customers.

Please Note:

- Applicants who do not address the application requirements above in their cover letter will not be considered at the short list stage.

- Applicants should note that the interview process for this appointment may include the delivery of a presentation and may include a test of practical skills.

Snapshot of the AREA

The 'Unlocking Nature's Pharmacy from Bogland Species' project will support the appointment of a non-academic Executive Director with entrepreneurial start-up industry experience to administer the lead project and to grow the associated Trinity College Natural Products Research Centre (NatPro). This person will be a qualified Natural Product Chemist with >10 years' experience in basic research, through to clinical studies. This position will complement the Academic Co-director positions.

Further Information for Applicants

URL Link to Area	www.tcd.ie
URL Link to Human Resources	https://www.tcd.ie/hr/

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies.

Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology we are ranked 88th in the world and using the Times Higher Education World University Rankings methodology we are 117th [1]in the world.

Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).
- Trinity is ranked 88th in the World, and 29th in Europe, in the 2017/2018 QS World University Ranking.
- Trinity is ranked in the Top 100 for Graduate Employability in the QS 2017 Rankings.
- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.[1]
- Between 2010 and 2015, Trinity was ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.[2]

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[1] http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT
[2] http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report

Internationalisation

- Trinity is ranked 52nd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.

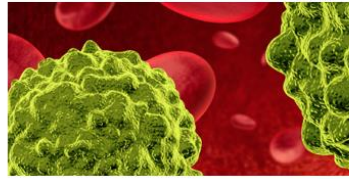- Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Rankings:

- Trinity featured in the world's elite (Top 200) institutions in 25 of the 28 subjects in which it was evaluated by the QS World University Rankings by Subject in 2015. Of these, Trinity ranked in the top 100 in the world in 14 subjects and in the top 50 in the world in 6 subjects: English Language and Literature; Nursing; Politics and International Studies; History; Biological Sciences; and Modern Languages.

- In three out of the last four years, Trinity has been consistently ranked in the Top 50 worldwide for the following areas: English Language and Literature; Nursing; Modern Languages; and Politics and International Studies.

- In the QS Faculty rankings, Trinity has been consistently ranked in the Top 100 globally for Arts and Humanities over the last four years.

Research Themes

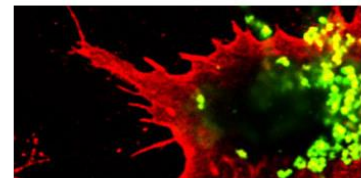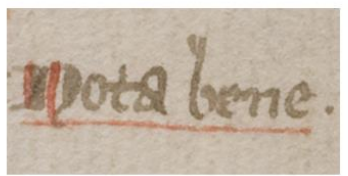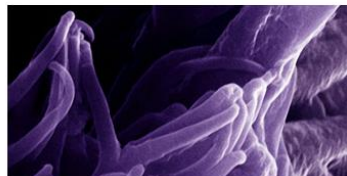|		
Ageing	Cancer	Creative Arts Practice
Creative Technologies	Digital Engagement	Digital Humanities
Genes & Society	Identities in Transformation	Immunology, Inflammation & Infection
International Development	International Integration	Making Ireland
Manuscript, Book and Print Cultures	Nanoscience	Neuroscience
Telecommunications	Smart Sustainable Planet	Next Generation Medical Devices

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://www.djei.ie/en/What-We-Do/Jobs-Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/. Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at https://www.tcd.ie/diversity-inclusion/diversity-statement.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.

Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 3 referees (including email addresses), together with a cover letter (1x A4 page) that specifically addresses the application procedure set out above.

APPLICATIONS WILL ONLY BE ACCEPTED BY E-RECRUITMENT:

http://jobs.tcd.ie

If you have any application queries, please contact:

Clodagh Daly

Human Resources, House No. 4,

Trinity College Dublin, the University of Dublin

Email: dalyc28@tcd.ie