

## Post Specification

<b>Role</b>	<b>Senior Network Manager</b> <b>(HRB Dementia Clinical Trials Network Ireland)</b> <b>'Dementia Trials Ireland' (DTI)</b>
<b>Post Status:</b>	Fixed-term Contract– Part-time 0.8FTE (4 days per week) x 2 years with possibility for extension
<b>Research Group / Department / School:</b>	School of Medicine, Department of Psychiatry, Trinity College Dublin, the University of Dublin
<b>Location:</b>	St James' Hospital, Dublin, Global Brain Health Institute, Trinity College Dublin, the University of Dublin College Green, Dublin 2, Ireland
<b>Reports to:</b>	Iracema Leroi, Associate Professor of Psychiatry, SoM
<b>Salary:</b>	Appointment will be made on the IUA scale Level 3, Point 4 (approx.) (commensurate with experience) at a point in line with Government Pay Policy
<b>Hours of Work:</b>	Full time
<b>Closing Date:</b>	5pm (GMT), July 30, 2021
<b>Starting Date:</b>	September 1 2021

Applications are requested from suitably qualified candidates for a full-time, fixed term position (2 years with possibility for extension) as **Senior Research Network Manager** with the **HRB Dementia Clinical Trials Network ('Dementia Trials Ireland'; DTI)**. Flexibility in time commitments will be considered. The position is available from September 1, 2021 until October 1, 2022, inclusive, with option to extend.

### Post Summary

The post holder will be part of a multidisciplinary national dementia clinical research network, led by Professor Iracema Leroi, at St James Hospital, Dublin. The network, 'Dementia Trials Ireland' will be co-led by Professor Sean Kennelly, who is based at Tallaght University Hospital, Dublin. The DTI Steering Committee is supported by clinical and non-clinical dementia researchers from around Ireland including geriatricians, psychiatrists, neurologist, neuroimagers, PPI members, biostatisticians/trial methodologists, and bioengineers.

### The HRB Dementia Clinical Trials Network (DTI)

DTI aims to improve the lives of individuals at risk or living with dementia by conducting high quality, internationally recognised, clinical trials throughout Ireland, addressing important and common problems. DTI will be launched in Ireland for the first time in September 2021 and has been funded for 5 years by the Health Research Board (HRB). The objective of DTI is to significantly develop and expand the current small dementia clinical trials' portfolio to include studies of diverse types (proof of concept to implementation; non-pharmacological to pharmacological approaches) suitable for all stages and sub-types of dementia (i.e. from preclinical to advanced stage dementia). Our studies will apply different methods, including imaging, biomarkers, and neuropsychological methods to assess healthy volunteers, carers and patients.

The ultimate goal is to enable every person at risk of, or living with, dementia in Ireland, the opportunity to access clinical trials. This will entail upskilling the workforce to conduct trials, attracting more international trials (including industry-sponsored trials), and competing for funding for investigator-led trials within and beyond Ireland. A cornerstone of the work will be inclusion of people with lived experience and their caregivers in the day-to-day development of DTI (patient and public involvement; PPI), as well as raising public and professional awareness of dementia and dementia trials throughout Ireland.

The current study portfolio is a combination of investigator-led (i.e. [www.sense-cog.eu](http://www.sense-cog.eu)) and industry-sponsored studies. Current research focuses on Alzheimer's and other dementias, mild cognitive impairment, brain-injury and healthy volunteers.

DTI will work closely with and be aligned with a number of other HRB-supported clinical research entities, including the HRB-Clinical Research Coordination Ireland (HRB-CRC); HRB Trials Methodology Research Network (HRB-TMRN), the Clinical Research Facilities (Dublin, Galway and Cork), and the HRB's national PPI network, IGNITE. Additional partners include universities and hospitals in Dublin (The Mater, St Vincent's, St James', Tallaght), Cork, Galway and Sligo.

Network activities include:

- (1) providing access and support to those interested in conducting dementia trials in Ireland, including industry sponsors to ensure trials are delivered on time and to target;
- (2) supporting multidisciplinary education in dementia trials methodology, with support from the HRB-TMRN and supporting early career professionals through a network of 'DTI Fellows';
- (3) fostering public and patient involvement in research;
- (4) significantly growing the portfolio and ensuring a business case of sustainable activity; and
- (5) developing and nurturing a supportive network of dementia professionals throughout Ireland, working in close collaboration the dementia community with lived experience.

The post holder will interface with the clinical teams at the different clinical sites, which, in the first instance will be Dublin (4 sites), Cork and Sligo. As the activity and the network grows, additional clinical sites will be included.

The success of the network will be largely dependent on the skills and experience of the Senior Network Manager. This will be a fulltime post, with duties ranging from high level executive oversight, strategic planning, budget management, high level administration, communication/networking, business development and understanding and managing complex systems across multiple institutions.

### **The Research Network Manager Role**

We now wish to recruit a highly motivated and talented **Research Network Manager** with a clear vision for significantly increasing dementia clinical research activity in Ireland. This is a key position, working closely with the Network Director (Professor Iracema Leroi) and Network Co-Director (Professor Sean Kennelly). The Research Network Manager has overall responsibility for the research management, and joint responsibility for research leadership of the Network.

### **Duties of the Research Network Manager**

#### ***Research Leadership:***

- Maintain and develop relationships with national and international stakeholders, including academic partners, industry partners, and interdisciplinary dementia health professionals.
- A particular focus will be involvement in international trials. This will be achieved through the development of key international strategic collaborations building on existent relationships with networks and industry partners.

- Lead on the refinement and implementation of the Network strategic development plan
- Act as a public national and international advocate for the Network.
- Support research capacity enhancement in dementia care through supporting early career researchers
- Embed research activity and culture in dementia clinical services, working closely with the National Dementia Office (NDO)
- Promote dementia research to undergraduate healthcare students (degree-level), postgraduate healthcare students (Masters and PhD level), and healthcare professionals (CPD-level).
- Promote and develop existing research training resources offered by the Network
- Promote the Network at national and international events related to dementia research, including through presentations, seminars, and workshops and national media
- Promote the Network through print media and social media

***Network management:***

- Schedule and facilitate meetings of the Network’s Executive Committee, Steering Committee and International Scientific Advisory Board
- Support the work of the DTI Advisory Team, which includes a wide range of dementia investigators around Ireland
- Line manage a PPI/communications manager and Network Coordinator, who will assist the Senior Network Manager role
- Prepare periodic progress reports for the EMC and IAC
- Oversee all aspects of complex partner communications, including across all governance structures and amongst all collaborations on the island of Ireland and internationally
- Monitor and document Key Performance Indicators, including trial metrics, as specified by the Network funders and leads
- Prepare reports for the Network funders annually, and as requested
- Communicate with the Network funders in a timely fashion about changes to work plans, personnel changes, and other matters requiring funder approval
- Implement funder recommendations across the Network’s programme of activities
- Lead budget management of the Network and financial reporting
- Ensure compliance with data protection and good clinical practice legislation and guidelines
- Create SOPs and implement process improvements across the Network
- Maintain and develop databases of Network-registered GPs and GP practices
- Develop enhanced database reporting of GP practice performance in clinical trials
- Maintain and further develop the Network website, including multimedia resources

***Management of the Network’s Research Project Portfolio:***

- Lead the assessment process by the Study Adoption Panel of newly proposed studies to ensure they meet the minimum requirements for adoption
- Work with study PIs to ensure research protocols are suitable for the Irish dementia care context
- Lead and contribute to the preparation of national and international research funding applications, including as collaborator or co-applicant where required
- Act as lead liaison with the respective research offices, both pre-award and post-award
- Ensure compliance with institutional budgetary, legal, and insurance requirements
- Support preparation for applications to research ethics committees and, for clinical trials, regulatory authorities
- Support recruitment of practices, health professionals, and patients, as required
- Support data collection from practices, health professionals, and patients, as required
- Author research outputs for publication in peer-reviewed academic journals

***Patient and Public Involvement (PPI):***

- Support further development of the Network’s internationally recognised PPI group

- Support researchers to present to the PPI group and obtain feedback
- Support members of the PPI group to engage in PPI opportunities external to the Network
- Contribute to the organisation of the annual national PPI conference

**Experience/Skills/Qualifications Required:**

*Essential:*

*Research Leadership*

- PhD or equivalent professional experience in a relevant health research-related field
- Knowledge of institutional Research Office processes and requirements
- An ability to galvanize and support a network of professionals and people with lived experience to deliver DTI
- A vision for what is required to deliver a successful clinical research network within 5 years
- Ability to act as a knowledge-broker by communicating clearly and convincingly to a wide stakeholder audience (including the public, funders, clinicians, policy makers) regarding the aims and ambitions for DTI
- Ability to anticipate and manage operational and project complexities to negotiate with and involved the right stakeholders at the right time regarding critical stages in the development of DTI

*Network Management*

- Minimum 5 years Project Management and Budget Management Experience, including the ability to develop and deliver a business plan for network sustainability
- History of working with national and international stakeholders in health research, including industry
- Understanding of the HRB assets supporting clinical research
- Excellent website & database management skills, evidenced by relevant qualifications

*Management of the Network's Research Project Portfolio:*

- Previous role(s) as manager of inter-disciplinary, multicentre research projects
- Reporting to, and managing the requirements of, research funders

*Patient and Public Involvement (PPI):*

- Experience integrating PPI into the research life-cycle
- Commitment to ensuring PPI is at the centre of decision-making and dissemination of DTI

**Desirable:**

- Current membership of relevant professional bodies
- Contribution to relevant professional bodies (e.g., committee membership)
- Experience of securing approval for clinical trials from regulatory authorities
- Certification in data protection and good clinical practice
- Certification in statistics
- Having worked with older peoples' health and social care issues
- Understanding the complexities of the health and social care landscape for older people in Ireland

**Salary:** Approximately Point 3, Level 4 of Ireland's 2021 IUA Salary Scale

**Start date:** September 1, 2021

**Continuing Professional Development/Training:** Research staff at Trinity College Dublin are encouraged to avail of a range of training and development opportunities designed to support their personal career development plans.

For information on moving to Ireland please see [www.euraxess.ie](http://www.euraxess.ie)  
Informal enquiries concerning the post may be made to Professor Iracema Leroi – contact via [Iracema.Leroi@tcd.ie](mailto:Iracema.Leroi@tcd.ie)

**Closing date for receipt of applications is July 30 2021.**

All positions are recruited in line with Open, Transparent, Merit (OTM) and Competency based recruitment. Trinity College Dublin is an equal opportunities employer.

#### **Application Procedure**

Applicants should submit **via e-mail (in PDF format only)** to: [Iracema.Leroi@tcd.ie](mailto:Iracema.Leroi@tcd.ie).

- A cover letter explaining why this position interests you and what you will bring to it
- Your curriculum vitae (maximum five A4 pages)
- The names of three references with email addresses and phone numbers
- A 500 word statement about your vision for DTI

Completed applications to be sent by email with the subject line **DTI Network Manager** to:-

Name: Iracema Leroi, Associate Professor of Psychiatry

Email Address: [leroi@tcd.ie](mailto:leroi@tcd.ie) OR [Iracema.Leroi@tcd.ie](mailto:Iracema.Leroi@tcd.ie)

#### **Further Information for Applicants**

URL Link to Area	<a href="http://www.tcd.ie">www.tcd.ie</a>
URL Link to Human Resources	<a href="https://www.tcd.ie/hr/">https://www.tcd.ie/hr/</a>

**GARDA CLEARANCE: [Delete Garda Clearance information if Not Applicable]**

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time. No applicant will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:

[www.disclosurescotland.co.uk](http://www.disclosurescotland.co.uk)

[www.psni.police.uk](http://www.psni.police.uk)

This website provides information on obtaining a national police clearance certificate for Australia

[www.afp.gov.au](http://www.afp.gov.au)

This website provides information on obtaining police clearance in New Zealand.

[www.courts.govt.nz](http://www.courts.govt.nz)

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the applicant by post. **Any cost incurred in this process will be borne by the Applicant.**

## **Trinity College Dublin, the University of Dublin**

Trinity is Ireland's leading university and is ranked 108th in the world (QS World University Rankings 2020). Founded in 1592, the University is steeped in history with a reputation for excellence in education, research and innovation.

Located on an iconic campus in the heart of Dublin's city centre, Trinity has 18,000 undergraduate and postgraduate students across our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences.

Trinity is ranked as the 17th most international university in the world (Times Higher Education Rankings 2020) and has students and staff from over 120 countries.

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 [19 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. Trinity is also home to 5 leading flagship research institutes:

- Trinity Biomedical Sciences Institute (TBSI)
- Trinity College Institute of Neuroscience (TCIN)
- Trinity Translational Medical Institute (TTMI)
- Trinity Long Room Hub Arts and Humanities Research Institute (TLRH)
- Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN)

Trinity is the top-ranked European university for producing entrepreneurs for the past five successive years and Europe's only representative in the world's top-50 universities (Pitchbook Universities Report).

Trinity is home to the famous Old Library and to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps and early printed material. The Trinity Library is a legal deposit library, granting the University the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 6.5 million printed items, 400,000 e-books and 150,000 e-journals.

With over 120,000 alumni, Trinity's tradition of independent intellectual inquiry has produced some of the world's finest, most original minds including the writers Oscar Wilde and Samuel Beckett (Nobel laureates), the mathematician William Rowan Hamilton and the physicist Ernest Walton (Nobel laureate), the political thinker Edmund Burke, and the former President of Ireland Mary Robinson. This tradition finds expression today in a campus culture of scholarship, innovation, creativity, entrepreneurship and dedication to societal reform.

### **Rankings**

Trinity is the top ranked university in Ireland and ranked 108th in the world (QS World University Rankings 2020). Trinity ranks in the top 50 in the world on 4 subjects and in the top 100 in 18 subjects (QS World University Rankings by Subject 2020). Full details are available at: [www.tcd.ie/research/about/rankings](http://www.tcd.ie/research/about/rankings).

## 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 Business, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations <https://dbei.gov.ie/en/What-We-Do/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://dbei.gov.ie/en/What-We-Do/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

### Application Procedure

Applicants should submit a full Curriculum Vitae to include the names and contact details of 2 referees (including email addresses), to:-

**Name Associate Professor Iracema Leroi**

**Email Address leroii@tcd.ie**



**UNIVERSITY  
VACANCIES IRELAND**  
universityvacancies.com

