

Senior Executive Officer: Strategy Implementation and Impact

Reporting directly to, and working closely with, the Registrar/CEO, the post holder will implement strategic initiatives and policies so as to attain the objectives of the DIAS Strategy, *'Embedded globally, strength locally'* – <https://www.dias.ie/2018/11/19/dias-strategy-2018-2022/>. The role will also encompass supporting the development of such initiatives and policies and, as necessary, enabling realisation through excellent project management, the identification and securing of required resources, and building an internal coalition for implementation. The monitoring of the success and impact of initiatives, and overall institutional performance, would be through the DIAS Excellence Framework.

As the Institute's external liaison officer, the individual will have a public affairs focus and engage on behalf of DIAS with appropriate fora. The individual would assess developments arising from these engagements and manage any necessary actions arising from same. The preparation of submissions to Government, and other entities, whether in response to public consultations or to progress strategic goals, will also be a key component of the role.

As increasing public awareness of DIAS' research activities, achievements and expertise is important to the attainment of DIAS' strategic goals, this role encompasses oversight of communications and working with the pan-Institute Communications Committee and external PR advisers. S/he will manage specific strategic events in the DIAS events calendar and have overall responsibility for the Institute's social media and web presence.

The appointment will be made on a five-year fixed term contract basis with the possibility, upon evaluation of the role, of a permanent appointment. Secondments from other private, public sector and higher education sector institutions would be welcomed. Flexible working arrangements would also be considered. Salary €49,943 p.a. (new entrants to the Irish Public Sector and existing public servants PPC scale); €47,446 p.a. (Existing public servants Non-PPC scale). The appointee will be subject to the general Irish public sector regulations as regards annual leave, sick leave, pension entitlements, etc.

The successful candidate requires:

- Advanced degree (Ph.D. desirable) and experience post-graduation
- Excellent planning and project management skills
- Excellent written and verbal communication skills
- Strong interpersonal skills.
- Good IT skills required, with website management skills desirable.
- The ability to work independently.
- A good understanding of, and experience of, communications in an organisational context.
- A knowledge of the policy context in which DIAS functions and of relevant Irish and international funding sources.



Previous experience in either research / innovation administration, or strategy implementation, or organisational development is highly desirable.

Interested candidates should submit an application through the DIAS online e-recruitment system <https://www.dias.ie/ApplySEO2021> Applicants should upload a letter of application, CV and the names of two referees by 5pm on 11 March 2021.