The University of Dublin
Trinity College

Post Specification

<table>
<thead>
<tr>
<th>Post Title:</th>
<th>Programme Manager</th>
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<tbody>
<tr>
<td>Post Status:</td>
<td>2 year contract</td>
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<tr>
<td>Department/Faculty:</td>
<td>The Irish Longitudinal Study on Ageing (TILDA)</td>
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<tr>
<td>Location:</td>
<td>Trinity College Dublin</td>
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<tr>
<td>Reports to:</td>
<td>The TILDA Project Executive</td>
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<tr>
<td>Direct Reports: (if any)</td>
<td>Professor Rose Anne Kenny</td>
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<tr>
<td>Closing Date:</td>
<td>31st May, 2006</td>
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<tr>
<td>Salary Range:</td>
<td>€79,028 - €105,654</td>
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Post Summary

The Irish Longitudinal Study on Ageing (TILDA) is a longitudinal study of ageing for which Trinity College Dublin is the host institution. The study is a cross disciplinary, cross institutional national study. The successful applicant will have overall responsibility for management of the pilot and developmental phase of the study in the first instance.

The first wave of TILDA is scheduled to run in 2007/2008 with 5-yearly waves thereafter and annual follow up. The present contract for the developmental and pilot phase of the programme may be extended in the event of successful completion of the pilot phase by the incumbent.

Background to the Post

Attached TILDA pilot project document

Principal Duties & Skills:

Desirable
- PhD
- To have worked previously on a longitudinal study.

Essential
- Experience in managing large studies
- Experience in liaison with senior policy makers and senior researchers
- Experience in raising money to carry out external research
- A credible track record in research
- Experience of management of externally funded research
- Experience of the interface between research and policy
- Experience in leading a team of researchers
- Experience in financial management of research teams
- Ability to meet deadlines, to work under pressure and to multitask
- Excellent communication and presentation skills, both oral and written
- Excellent internal working relationships
- Ability to co-ordinate and communicate with the Project Executive and other agencies and stakeholders from policy and research
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- Ability to work as a member of a multidisciplinary team under the directorship of the lead PI (Prof Rose Anne Kenny) and the Project Executive.
- Ability to construct procedures for data analysis and data access.
- Ability to liaise with any individuals in other longitudinal studies.
- Efficient experience to determine the best structure for the long term management of the project.
- Ability to develop the governance structure for the long term project.
- Ability to deliver the Newsletter and other communications between media, funding bodies and stakeholders.
- Ability to liaise with the Principal Investigators for the interim themes, which are:
  - Financial security
  - Health and social care policy
  - Social engagement
  - Quality of life
  - Neuropsychological function and mental health
  - Physical health
  - The built environment
  - Transport
  - Biomarkers and genetics
  - Population health
  - The lived life
  - Survey and methodology and analysis

Cross cutting themes will include:
  - Gender
  - Social class
  - Rural and urban dwelling
  - Ethics

- The successful candidate will be integral to developing the External Review Panel to determine the importance and novelty of research and policy questions (non executive advisory group to advise and provide lecture review that will represent the core themes and meet approximately once a year).
- The successful candidate will also be involved in setting up the TILDA Advisory Committee who will represent TILDA to their institutions and ensure representation of their institution on TILDA. These will include university representatives, grant giving bodies representatives, national organizations representatives.
- The successful candidate will also liaise with stakeholders who have expressed an interest in developing small scale add-on projects such as advanced care directives, elder abuse, the travelling community.
Trinity College, the single constituent college of the University of Dublin, was founded by Queen Elizabeth I in 1592, and so celebrated its first Quatercentenary in 1992. It is the oldest university in Ireland and one of the older universities of Western Europe. Based on the general pattern of the ancient colleges at Oxford and Cambridge, Trinity has a main campus extending over 40 acres in a unique site in the heart of the city. Trinity College Dublin is the highest-ranking Irish university to feature in the top 200 universities in the Times Higher Education Supplement’s world university rankings published in 2004. The College was ranked 87th in the world.

Most academic activity is concentrated in the main college campus. However, recent developments have allowed expansion of the Health Sciences Faculty in two major off-campus locations – a purpose built facility in the largest teaching hospital in Ireland, at St. James’s Hospital, and another in a newly-completed regional general hospital in the Dublin suburbs at Tallaght.

The vigour of any university must be judged by its commitment to research. In the early twenty-first century, this often takes the form of partnership with major international companies or of inter-institutional co-operation within the framework of programmes of the European community, and in both Trinity is in a leading position in Ireland. In 2002/03, TCD was highly successful in securing research income, earning €47.4m (an increase from €39.2m in the previous academic year). In February 2005 TCD announced the commencement of construction of Ireland’s first purpose-built nanoscience research institute, The Centre for Research on Adaptive Nanostructures and Nanodevices (CRANN). This €29m development will house 150 scientists, technicians and graduate students in a state of the art facility is due be completed by the end of 2006.

In other fields, the Library is the heart of research activity, and here Trinity is particularly fortunate. With a bookstock of over 4 million volumes the College Library is one of the largest in Europe. It benefited from a major €20m expansion of its open-access book-stacks and reading space with the opening of the Ussher Library in 2003. Along with the British Library in London and the university libraries at Oxford and Cambridge, Trinity College Library enjoys the privilege of receiving all Irish and U.K. copyright material.

The University is controlled by an academic board, chaired by the Provost. Academic matters are under the control of the University Council, again chaired by the Provost. There are six faculties in the university: Arts (Humanities), Arts (Letters), Business, Economic and Social Studies, Engineering and Systems Sciences, Health Sciences and Science; under restructuring proposals being finalized in 2005, there will in future be four larger faculties.
The Selection Process in Trinity

- Acknowledgement of applications will be by letter and issued no later than **3 working days** following the closing date.
- Applications are sent to the Nominating Committee for shortlisting, the week following the closing date.
- The recruitment section will contact shortlisted candidates to invite them to attend the selection process on the specified date. Given the degree of co-ordination and planning to have the Nominating Committee available on the specified date, we regret that we may not be in a position to offer alternate selection date. Where candidates are unavailable, reserves may be drawn from the shortlist.
- It is the policy of this University to seek references **prior to interview**. If you do not wish us to contact referees please state this clearly on your application.
- Outcomes of interviews will be notified in writing to candidates and will be issued **no later than 3 working days** following the selection day. Feedback is available to unsuccessful candidates upon request through the Recruitment Section.
- Candidates may be eligible for reimbursement of their travel and accommodation expenses incurred when attending for selection. Please contact the Recruitment Officer if accommodation in Dublin is required.
- In some instances the Nominating Committee may avail of telephone or video conferencing for preliminary candidate interviews.
- The College’s selection methods may consist of any or all of the following:
  - Interviews
  - Presentations
  - References
- It is the policy of the College to conduct pre-employment medicals.

Equal Opportunities Policy

Trinity College Dublin is an equal opportunities employer and is committed to the employment policies, procedures and practices which do not discriminate on grounds such as gender, marital status, family status, age, disability, race, religious belief, sexual orientation or membership of the traveling community.

Applications to:  
Recruitment Executive  
Staff Office  
Trinity College  
Dublin 2

Tel: +353-1-608-  
Fax: +353-1-677-2694

Email: