



## Job Description

<b>College/Management Unit</b>	UCD College of Science
<b>School/Unit</b>	Computer Science/ CeADAR: Ireland's Centre for Applied AI
<b>Post Title &amp; Subject Area</b>	<b>EDIH Ecosystem staff x 2</b>
<b>Project</b>	<b>European Digital Innovation Hub (EDIH)</b>
<b>Post Duration</b>	Temporary 24 months post (initially)
<b>Reports to</b>	Centre Director, or nominee
<b>HR Reference No.</b>	016539
<b>HR Administrator</b>	Martyna Wojcik

### Position Summary

Applications are invited for the positions of EDIH Ecosystem staff in the newly established European Digital Innovation Hub (EDIH) for AI in Ireland as part of the CeADAR Centre - Ireland's Centre for Applied Artificial Intelligence. CeADAR has been successful in the Europe-wide competitive selection process to be the EDIH for AI in Ireland in addition to its continuing national status

There are 4 key pillar services that this AI EDIH will provide:

- **Test before Invest:** these services will include national awareness raising of the positive impacts of AI, AI maturity assessment, demonstration of AI techniques and case studies and knowledge and technology transfer
- **Skills and Training:** provision of training in AI, boot-camps, apprenticeships, advanced technical courses and courses tailored to business decision makers to better understand the potential of AI
- **Support to find Investments:** supporting organisations in winning funding through national and EU instruments, and start-ups in securing venture funding
- **Innovation Ecosystem and Networking:** The EDIH will act as a broker in bringing together companies/organisations in need of AI solutions with market-ready solution providers. This brokerage will extend nationally and across Europe in concert with the EDIH network when suitable local partners are not available

The successful candidate will support the *Innovation Ecosystems and Networking* pillar by providing support to companies and public sector organisations in their AI transformation journey, growing the number and geographic spread of client companies throughout Ireland, a range of brokerage events to ensure that clients are aware of supports available, and liaison with other EDIHs in Europe to maximise the network effect.,

This role is best suited to a dynamic and motivated person who is passionate about helping companies in their AI journey and in growing their application of AI, machine learning and data analytics capabilities.

#### **Equality, Diversity and Inclusion**

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To that end the university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult those policies here <https://www.ucd.ie/equality/>. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.

**Salary Range:** €55,000 – €65,000 per annum.

Appointment on the above range will be dependent on qualifications and experience.



## Principal Duties and Responsibilities

The EDIH ecosystem staff will:

- Support the Head of the EDIH in delivering the Ecosystem strategy with regards to supporting organisations in their AI journey, technical partnerships and growing the number of organisations helped both nationally and across the EU-wide EDIH network
- Develop and facilitate the delivery of the Innovation and Ecosystem and Networking programme objectives
- Help build and maintain close working relationships with industry and the public service in Ireland and across the EU
- Collate case studies demonstrating the transformative effect of AI on internal processes and products and services
- Keep current with the application of AI, machine learning and data analytics solutions to industry and business challenges
- Measure and report on industry partners' interaction and engagements.
- Evaluate the effectiveness of Ecosystem and Networking programmes through feedback and review processes
- Be the primary point of contact for companies for AI transformation, innovation engagement and networking opportunities
- Collate performance data and compile reports for funding agencies. Preparing regular progress / expenditure reports
- Assist with the communication and marketing of the supports available from the EDIH ensuring promotion of the EDIH is widely and regularly disseminated
- Attend and act as ambassadors for the EDIH programme at events
- Undertake any other duties as assigned by the Head of the EDIH, Centre Director or nominee.

## Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

### Mandatory

- A BSc or MSc in a business, marketing, computer science or related discipline
- Appreciation of digital business transformation and change management
- Experience in building and maintaining relationships with a diverse range of stakeholders
- Proven experience in delivering membership loyalty programmes or meeting set goals for building membership communities
- Excellent communication skills (verbal and written) with the ability to deliver technical information to both technical and business audiences
- Strong presentation skills
- Event management experience and skills
- Experience of working in a target driven environment
- Proven project planning and execution skills
- Demonstrated skills as a problem solver
- Ability to work in a flexible manner and be adaptable
- A willingness to undertake travel as required by the Innovation Ecosystems and Networking team.
- Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

### Desirable

- Understanding of the AI transformation
- Appreciation of AI machine learning, and data analytics
- Experience of building online communities
- Experience of hosting in-person and online events

## Further Information for Candidates

### **CeADAR**

CeADAR is funded by Enterprise Ireland and IDA under its Technology Centres programme and is led and driven by a consortium of companies from the data analytics industry, both national and international. It brings together researchers in data analytics to address research challenges in the area as identified by SMEs and MNCs operating in Ireland. The research agenda is driven by the requirements of the industry membership.

### **Supplementary information**

The University:	<a href="http://www.ucd.ie/aboutucd.htm">http://www.ucd.ie/aboutucd.htm</a>
The College/Management Unit:	<a href="http://www.ucd.ie/science/">http://www.ucd.ie/science/</a>
The School/Programme Office/Unit:	<a href="http://www.csi.ucd.ie/">http://www.csi.ucd.ie/</a>
Enterprise Ireland Technology Centres:	<a href="http://www.enterprise-ireland.com/en/Research-Innovation/Companies/Collaborate-with-companies-research-institutes/Technology-Centres.html">http://www.enterprise-ireland.com/en/Research-Innovation/Companies/Collaborate-with-companies-research-institutes/Technology-Centres.html</a>

### **Relocation Expenses:**

- Will not apply

### **Garda Vetting Required:**

- No

### **Informal Enquiries ONLY to:**

Name:	Edward McDonnell
Title:	Director of CeADAR
Email address:	<a href="mailto:edward.mcdonnell@ucd.ie">edward.mcdonnell@ucd.ie</a>
Telephone:	+353-1-716-5715

### ***Eligibility to compete and certain restrictions on eligibility***

<b>Incentivised Scheme for Early Retirement (ISER):</b>	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
<b>Department of Health and Children Circular (7/2010):</b>	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-



	<p>employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to complete in this competition.</p>
<p><b>Collective Agreement - Redundancy Payments to Public Servants:</b></p>	<p>The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister’s consent will have to be secured prior to employment by any public service body.</p>
<p><b>Declaration:</b></p>	<p>Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate’s right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where they have received a payment-in-lieu in respect of service in any Public Service employment.</p>
<p><b>Superannuation and Retirement:</b></p>	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”). Key provisions attaching to membership of the Single Scheme are as follows</p>

**a. Pensionable Age** - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.

**b. Retirement Age** - Scheme members must retire at the age of 70.

**c. Pension Abatement:**

- If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position.

- Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007

The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person's 60th birthday, whichever is the later, but on resumption, the pension will be based on the person's actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment).

- Ill-Health-Retirement

Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill- health his/her pension from that employment may be subject to review in accordance with the rules of ill- health retirement within the pension scheme of that employment.

**d. Prior Public Servant** - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:

**e. Pension Accrual** - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This 40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

**f. Pension-Related Deduction** - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.