

## **Role: Research Officer**

### **About the Rediscovery Centre**

The Rediscovery Centre, as the national centre for the circular economy in Ireland, is a creative space connecting people, ideas and resources to support low carbon living. The Rediscovery Centre has a leading role in supporting Ireland's transition to a circular economy and in doing so advocates for a more resilient and equitable society. We bring together the skills and expertise of artists, scientists, designers and craftspeople united in this common purpose of sustainability to demonstrate best practice reuse, facilitate environmental research and education and support environmental protection.

### **About The Role**

Working with the Rediscovery Centre offers you the opportunity to work in an environment dedicated to finding the solutions that address environmental and societal issues through adopting circular economy principles and practice.

We are looking for an experienced Research Officer with strong project management, analytical, strategic-thinking and relationship skills. The role involves working on projects with academic, industry & policy partners to develop the circular economy within Ireland and internationally. Reporting to the Policy and Research Director, the Research Officer will develop, implement and manage research projects that support the centre's strategy and social enterprise activity.

This role is part of an expansion of the Rediscovery Centre's research and policy division, which will ensure research and knowledge is at the heart of everything we do and enable us to better drive the development of the circular economy in Ireland. The Research Officer will work closely with a dedicated team and their tasks will include but not be limited to:

- Supporting the investigation and creation of funding opportunities for research within Ireland and the EU in support of circular economy objectives, including preparing project proposals, funding applications and submissions for awards
- Project management & administration for research projects and campaigns including:
  - Project planning and execution
  - Primary and secondary data collation and analysis
  - Stakeholder management
  - Internal & external communications including preparation of technical reports, guidelines and other outputs
  - Delivery of oral and written communications
  - Preparation of financial reports where required
- Marketing and communicating research on the circular economy including:
  - Supporting dissemination of research results through the centre, at conferences and through training events within Ireland and the EU
  - Promotion of research on websites, social media and in printed material including articles, brochures and newsletters
  - Representing the Centre from time to time on national platforms / representative bodies, at meetings, conferences & events
- Undertaking other duties as may be reasonably required and which are consistent with the general level of responsibility of this job

## **Role Requirements**

### **Essential:**

- A relevant third level qualification to degree or masters level
- Minimum of 4 years' experience in research and/or business development

- Significant project management experience and ability to demonstrate skills within a similar role
- Experience in primary and secondary data collection/analysis
- Experience in writing funding proposals and working within the terms of such proposals
- Experience in marketing and dissemination of research

Desirable:

- Previous experience of working on EU projects
- Proven expertise in topics such as, for example, food waste, textiles, furniture, bicycles, circular economy, social economy, behavioural change, jobs and skills for a circular economy or other areas. Please include in your application any special areas of interest.

**Skills, Personal Attributes & Interests**

- Strong analytical and project management skills
- Keen interest and knowledge of circular economy, environmental issues and/or social enterprise
- Advanced problem-solving and analytical skills including an ability to accurately analyse and interpret data to inform project decisions.
- Self-motivated, highly organised individual with ability to be flexible, manage multiple projects and meet multiple deadlines.
- Strong communication and interpersonal skills to work with colleagues and stakeholders at all levels of an organisation and within the EU.
- Proficient in the use of IT and programmes including Microsoft Office (Word, Excel, PowerPoint), MS Project (desirable), Google (Docs, Sheets & Slides), etc.

**Note for Applicants**

*Note: This summary is supplied for information only and does not constitute contractual terms.*

The salary scale for this role is €32,753 - €51,732, commensurate with experience and benchmarked to the 2021 Civil Service higher pay scale for Executive Officer. It is imagined that the successful candidate will enter employment at point two on that scale.

This is a full time fixed term contract for 2 years. The contract may be extended based at employer's discretion. Part-time working or job share may be considered.

The role is based at the Rediscovery Centre in Ballymun, Dublin 9, however flexibility for I have working can be discussed on application. Some work outside normal office hours and travel within the EU may be required from time to time.

**The Application Process**

Application in the form of a CV and covering letter illustrating how your skills and experience meet the requirements of the position should be emailed to [rdcadmin@rediscoverycentre.ie](mailto:rdcadmin@rediscoverycentre.ie) marked for the attention of Sarah Miller, CEO.

The covering letter should be a maximum of 2 pages. The closing date for applications is 5pm on 25<sup>th</sup> January 2023.

Based on the information contained in the CV and cover letter, the interview committee will select candidates for interview. Shortlisting and interview decisions will be based on the committee's assessment of candidates' qualifications, experience and skills in the area's highlighted above.

All applications will be treated in the strictest confidence. References will be sought for candidates who come under serious consideration for the post with the prior agreement of candidates.

**A panel of successful candidates will be formed as a result of the interview process which will remain in place for 18 months and from which future vacancies will be filled.**

**Queries or further clarification can be directed to [rdcadmin@rediscoverycentre.ie](mailto:rdcadmin@rediscoverycentre.ie).**