

POST SPECIFICATION

Post Title	Manager, Research Department
Post Status	Permanent
Department/Function	Professional Affairs
Reference	RCPI-45-21

Post Summary

The Royal College of Physicians of Ireland (RCPI) is seeking to appoint a Manager of the Research Department who will be responsible for the day to day management of the research department as well as developing institutional research within RCPI. Their primary responsibilities include managing the research team, working towards strategic departmental goals and managing a departmental budget. The Role will work closely with the Post Graduate Training, Education and Professional Competence departments as well as other RCPI departments.

Reporting Relationship

The role will report to the Head of Professional Affairs.

Standard Duties of the Post

Duties will involve, but are not limited to:

- Lead research's role in RCPIs Strategic Initiatives
- Manage research activities to enhance administrative decision-making, respond to external demands, inform institutional policy development, and provide empirical data to underpin institutional planning and budgeting.
- Ensure timely and accurate data analysis and information to support strategic decision
- Develop research projects that address gaps in current data and information
- Coordinate, implement, analyse and report on department surveys
- Support research activity within the college
- Motivate and lead a team of researchers
- Monitor and evaluate staff performance and identify training needs
- Communicate with internal and external stakeholders
- Manage the departmental budget
- Seek funding for development projects
- Keep up to date in new innovative research practices

Person Specification

- Appropriate qualification in research to PhD level
- Management qualification desirable
- Self-starter with high motivation, flexibility and the ability to offer a results-oriented approach with high levels of drive, commitment and enthusiasm
- Exceptional communication and interpersonal skills
- Excellent ICT skills
- Able to work with a wide range of people, often under pressure
- Excellent stakeholder management skills
- Proven track record of achievement in management
- Attention to detail and excellent documentation skills
- Ability to work with minimal direction
- Positive approach to dealing with challenges and conflict

Application Requirement

To apply please send a cover letter, detailing your relevant experience for this role, and an up-to-date CV to jobs@rcpi.ie. Please answer the following two questions:

1. What are your current salary expectations?
2. What is your current notice period?