



## Job Description

<b>College   Management Unit:</b>	Office of the Vice-President for Research, Innovation and Impact
<b>School   Unit:</b>	UCD Innovation Academy
<b>Post Title &amp; Subject Area:</b>	Convene Impact and Evaluation Lead
<b>Post Duration:</b>	Fixed term post until 31 <sup>st</sup> March 2025
<b>Job Family and Career Level</b>	Non Scale
<b>Grade:</b>	N/A
<b>Job Grading Reference N<sup>o</sup></b>	N/A
<b>Reports to</b>	Director, Innovation Academy, UCD
<b>Competition Ref. N<sup>o</sup></b>	014843
<b>HR Administrator</b>	Rachel Kelly

### Position Summary:

# CONVENE

transforming *university-enterprise* engagement



University College Dublin  
Ireland's Global University



Riailtas na hÉireann  
Government of Ireland



Human  
Capital  
Initiative

In 2020, UCD Innovation Academy and TU Dublin launched Convene, a collaboration that seeks to increase the capacity of higher education to anticipate, understand, and deliver the emerging skills needed by enterprise, and provide lifelong learning and upskilling opportunities for all. Convene brings together Ireland's two largest universities, University College Dublin and Technological University Dublin, to transform university and enterprise engagement in support of an innovative and agile Irish society and economy, powered by the workforce of the future.

Convene is funded by the Human Capital Initiative, an historic investment in Irish higher education that's future proofing graduates with relevant skills, identifying emerging needs from enterprise and promoting reform and innovation in higher education. Launching the inaugural Convene Enterprise Forum in October 2021, Taoiseach Micheál Martin said: "Convene can play an important role in helping to rebuild our society and economy differently; to fully embrace the digital age and take urgent action in response to our climate and biodiversity crises."

Through Convene, UCD Innovation Academy and TU Dublin are supporting new ventures within their own institutions and working together to trial new models of collaboration between universities.

UCD Innovation Academy seeks to recruit an Impact and Evaluation Lead to design and execute an impact and evaluation framework for UCD Innovation Academy, its individual programmes and new initiatives funded under Convene. The framework will adopt an holistic approach, combining qualitative and quantitative analysis of our individual programmes and new initiatives, assessing and measuring learning outcomes, managing course surveys and student data collection and analysis, and tracking the future progress of our alumni. The Impact and Evaluation Lead will plan and deliver impact focussed activities and ensure that the Innovation Academy is focused on the right areas to make the biggest difference in developing human potential.

Convene seeks to be an exemplar for higher education in Ireland and the successful candidate will leverage their insights to advocate for broader changes in higher education in Ireland.

To date, UCD Innovation Academy has launched several exciting new initiatives under Convene, a Virtual Reality Transversal Skills Programme and Ireland's first multidisciplinary MakerSpace undergraduate elective for example, and the Impact and Evaluation Lead will be responsible for creating and executing impact and evaluation for these and other projects.

**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: €45,000 – €72,000 per annum (non-scale)**

Appointment will be made on range in accordance with the Department of Finance guidelines.

**Principal Duties and Responsibilities:**

- Work closely with the Senior Leadership Team to develop and maintain structures and processes essential for effective data collection and management
- Build key relationships and motivate staff to engage with project evaluation and impact activities
- Design and execute an equitable impact and evaluation framework for UCD Innovation Academy and in particular its Convene programmes, projects and initiatives using new and extant data
- Design and manage programme surveys, focus groups and other research engagement
- Communicate outcomes and highlight the key factors that influence these outcomes
- Work closely with colleagues in the Innovation Academy and Convene to ensure that impact and evaluation promotes a learning-oriented culture and influences decision making
- Produce different public outputs based on impact and evaluation findings including articles, reports and policy recommendations for staff, policymakers, funders and other partners
- Support outreach activities including communications and advocacy
- Foster current and future collaborative relationships with Convene partners to design, experiment with, and evaluate solutions to accelerate their impact
- Undertake any other duties as assigned by the Director of the Innovation Academy.

**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:**

**Experience and Qualifications**

- Degree (NFQ Ireland level 8 or higher) in data science, evaluation, social science, business, or other relevant degree, plus a minimum of seven years relevant professional experience in impact evaluation methodologies and applications
- Working knowledge of different evaluation approaches and ability to design, gather and analyse both quantitative and qualitative data
- Problem solving and adaptive approach to dealing with data gaps and incomplete data sets
- Experience of identifying insights through evaluation, research, or impact assessment
- Entrepreneurial mindset. Ability to identify problems/needs/opportunities/risks and quickly move from

ambiguity and abstraction to structure and concrete action

- Growth mindset: Continuously uses feedback to improve work output and personal development

#### **Functional Competencies**

- **Business Analysis (Proficiency Level 3):** Excellent ability to translate user requirements into solutions, documents, processes, write reports and create a continuous improvement culture
- **Data Management (Proficiency Level 4):** Considerable knowledge of best practice data management and data governance practices
- **Operational Resilience (Proficiency Level 3):** Extensive capability to maintain stamina and performance in everyday tasks and acting effectively under pressure, to display determination, self-discipline and commitment in the face of a changing environment or setbacks
- **Support, Guidance and Advice (Proficiency Level 3):** Considerable experience in providing support, guidance and advice to stakeholders. Evaluates the effectiveness of interventions and develops practice based on reflection and review
- **Technical Acumen (Proficiency Level 3):** Outstanding ability to apply and improve technical knowledge, skills, and judgment to accomplish a result or to accomplish tasks effectively and to think of ways to apply new developments to improve organisational performance. Excellent ability to recognise trends in theory and practice of one's own technical area and effectively prepare for anticipated changes

#### **Core Competencies**

- **Communicating Effectively (Proficiency Level 4):** Superior ability to engage in written and oral communication that is clear, unambiguous, transparent and consistent with stated values, to convey and share information and ideas with others, listen carefully, clarify understanding and consider different viewpoints
- **Planning & Organisation (Proficiency Level 3):** Extensive ability to plan and organise own work effectively, set clear priorities and ensure deadlines are met and to organise activities, separate and combine tasks to deliver outputs according to a clear timeframe to realise objectives
- **Managing Change (Proficiency Level 3):** Extensive track record of taking a positive approach to tackling work and embracing change. Ensures appropriate stakeholder involvement and engagement in change programmes/projects
- **Organisational Awareness (Proficiency Level 2):** Substantial ability to demonstrate an understanding of an organisation in its entirety, including governance structures and regulations
- **Project Management (Proficiency Level 2):** Substantial ability to ensure project or programme goals, purpose, and criteria for success are clearly defined at the outset, to clarify related roles and responsibilities, deliverables, milestones and to build a detailed project plan and to carefully monitor progress against it
- **Building Relationships (Proficiency Level 2):** Strong ability to build effective working relationships within own area and more broadly, to encourage cooperation and collaboration in others and foster partnerships to achieve results
- **Managing People (Proficiency Level 1):** Evidence of developing capacity to manage people. Proven experience of working to create and manage a strong team. Aligns the right work to the right people and effectively supports performance challenges
- **Equality, Diversity and Inclusion:** Candidates must demonstrate an awareness of equality, diversity and inclusion agenda.

#### **Desirable:**

- Experience of leading internal impact monitoring and evaluation in a similar organisation
- Experience with systems change or developmental evaluation
- International experience and/or enterprise experience
- Adult training and facilitation experience, including developing and delivering evaluation training, tools,

and other capacity building resources.

## Further Information for Candidates:

### Supplementary information:

The University:	<a href="http://www.ucd.ie/aboutucd.htm">http://www.ucd.ie/aboutucd.htm</a>
The UCD Strategy for Research, Innovation and Impact 2015-2020:	<a href="http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpact/">http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpact/</a>
Office of the Vice-President for Research, Innovation and Impact	<a href="https://www.ucd.ie/research/portal/meettheteam/">https://www.ucd.ie/research/portal/meettheteam/</a>
UCD Innovation Academy:	<a href="https://www.innovationacademy.ie">https://www.innovationacademy.ie</a>
Other ( <i>Please specify</i> ):	N/A

### Relocation Expenses:

- Will not apply  
 Will be applied in accordance with the [UCD Relocation Policy](#)

### Garda Vetting required:

- NO**  
 **YES** – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the [UCD Garda Vetting Policy](#)

### Informal Enquiries ONLY to:

Name:	Prof. Suzi Jarvis
Title:	Director, Innovation Academy, UCD
Email address:	<a href="mailto:Suzi.Jarvi@ucd.ie">Suzi.Jarvi@ucd.ie</a>
Telephone:	N/A

### ***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-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><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”).</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p><i>a. Pensionable Age</i> - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p><i>b. Retirement Age</i> - Scheme members must retire at the age of 70.</p> <p><i>c. Pension Abatement:</i></p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007</li> </ul> <p>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</p>	

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>.