College	Management Unit:	Office of the Vice-President for Research, Innovation and Impact
**School	Unit:**	UCD Innovation Academy
Post Title & Subject Area	Technology Integration Manager (Sustainable Living Lab)
Post Duration:	Fixed-term post until 31 March 2025
Grade:	Non-scale, aligned to AO1A
Job Family and Career Level	Hybrid, aligned to Career Level 5
Job Sizing Reference Nº	NA
Reports to	Head of Operational Innovation
Competition Ref. Nº	014846
HR Administrator	Rachel Kelly

Position Summary:

Do you have what it takes to inspire people and help them to unlock their true potential? Can you help us to change the face of education, and transform the way we work and learn?

If that sounds like you, we want to hear from you. You could become a part of something truly pioneering that's putting Ireland at the forefront of innovation.

UCD Innovation Academy designs and delivers learning experiences in partnership with industry leaders, to give our students the key skills they need: Creativity, Entrepreneurial Mindset, Critical Thinking, Resilience, Collaboration and Leadership. Our alumni go on to accelerate their careers and change the world, either from within their organisations or as entrepreneurs and social entrepreneurs.

The Sustainable Living Lab at the UCD Innovation Academy brings together students, teaching and operational teams to research and test sustainable solutions and new technologies, enhance our teaching programmes and solve real world challenges using the Innovation Academy as a test bed. It is part of the €17.5M Convene programme, and is based at our state-of-the-art facilities at the O'Brien Centre for Science in UCD, incorporating our newly launched Makerspace and MakerLab. Pilot projects initiated to date include our partnership with UpCycle farm that acts as an exemplar in sustainable urban food production, transforming used coffee-cup lids to raw materials for 3D printing, building lab furniture from mycelium, our Virtual Reality 'Workspaces of the Future' programme, and our 'Designing the Future' elective programme that uses our Makerspace to enable students to develop essential hand-on skills to drive the circular economy.

After a successful pilot we are now ready to grow our Sustainable Living Lab with two Technology Integration Managers, each of whom will take the lead on <u>one</u> of the following functions:

1) Digital technologies with direct application to EdTech, such as cloud-based platforms and software, VR and augmented reality, automation and machine learning, internet of things, remote and hybrid learning and collaboration environments; or

2) Creative technologies such as 3D printing, robotics and artificial intelligence, internet of things,

drones, laser-cutting and rapid prototyping.

These roles are key to ensuring that emerging technologies are appropriately applied to improve the learning and work environment for students, staff and collaborative partners. Reporting to the Head of Operational innovation, the Technology Integration Managers will work together with the Sustainability Solutions Manager to understand needs, innovate and test new approaches. Together they will lead the development of our Sustainable Living Lab and the services provided to the IA team, our programmes, the Convene Programme and the wider University through a process of exploration, experimentation and communication.

As a Technology Integration Manager at the Sustainable Living Lab you will ensure our students, the Innovation Academy and partner programmes are ready to flourish in an age of disruption and transition.

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: €65,000 - €72,009 per annum (non-scale)

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

Principal Duties and Responsibilities:

The principal duties of the post will be to lead an area of technological expertise within the Sustainable Living Lab, and contribute to the overall management, growth and impact of the Lab. Primary responsibilities include:

Sustainable Living Lab management and business development
- Establish, maintain and scale the Sustainable Living Lab and related projects, engage students and enterprise partners and integrate sustainable technologies and experimental outputs into Convene programmes and the wider work of the Innovation Academy;
- Manage Sustainable Living Lab and Innovation Academy resources in a way that promotes the ethos of the unit and the objectives of the HCI Convene project;
- Co-Lead the development of our Sustainable Living Lab and the services provided to the IA team, our programmes, the Convene Programme and the wider University through a process of exploration, experimentation and communication:

  - Exploration: Exploration focuses on the discovery and sensemaking of emerging trends, implications for systemic impacts and risks, and their potential for accelerating progress toward both the priorities of the Convene programme, and broader national and global sustainability priorities like the Sustainable Development Goals. This work feeds into the portfolio of experiments undertaken in the Lab, and connects with enterprise partners, students and the wider university;
  - Experimentation: Instituting rapid learning about emerging challenges through design and running of a portfolio of experiments, in support of a range of Convene work packages and programmes on sustainability, education and global innovation, and the broader work of the Innovation Academy; and
  - Communication: "Show the Thing" - work in the open, making your work-in-progress visible and receptive to constant feedback from key stakeholders. Writing and publishing learnings using blogs and social media, articles and Op-eds, videos and more, and enable others to use and build on the outputs of the Lab. Use the outputs of Sustainable Living Lab to communicate the broader work of the Convene programme and the Innovation Academy.

- Work with enterprise partners to understand sustainability challenges in the workplace and to engage with these challenges via Convene work-packages;.
- Build and sustain strong, collaborative relationships within your team and between UCD and TU Dublin;

- Collaborate with UCD Estate service to ensure compliance of the unit and to integrate innovative approaches with existing systems;
- Engage enterprise, work with the UCD Foundation and the Strategic Partnerships Lead to identify funding opportunities for future projects; and
- Collaborate and coordinate with the Business Development and Operations Management Team to ensure an innovative, professional, sustainable approach to all our activities and programmes.

Technological Innovation and Future Proofing:
- Prepare the unit for the challenges and opportunities of the 4th Industrial Revolution and the Anthropocene - through use of new technologies with an environmentally sustainable approach. The post-holder will lead on the application of technologies in one of the following areas:
  - Digital technologies with direct application to EdTech, such as cloud-based platforms and software, VR and augmented reality, automation and machine learning, internet of things, hybrid learning and collaboration environments; or
  - Creative technologies, such as 3D printing, robotics and artificial intelligence, internet of things, drones, laser-cutting and rapid prototyping.
- Support the Teaching and Learning Team at the Innovation Academy to understand new technologies and to integrate them into the curriculum, enabling students to explore and experiment with a broad range of technologies;
- Support the Business Development and Operations Teams at the Innovation Academy to integrate new technologies into our approach - enabling the Innovation Academy to 'lead by example';
- Prepare 'customer-journey' analysis leading to continuous improvements for students, staff and collaborative partners. Takes a user-centric, iterative approach to integrate new technologies for innovative solutions;
- Collect and analyse data to identify areas of opportunity across all areas of operation; and
- Utilise technology innovations to minimise costs whilst maintaining or enhancing student and staff experience.

Education:
- Support the Teaching and Learning Team at the Innovation Academy to understand sustainable approaches and new technology and to integrate them into the curriculum;
- Enable students to explore and experiment within the Sustainable Living Lab;
- Facilitate the learning of our students through creating a vibrant learning environment and demonstrating your passion for experiential education;
- Lead and participate in courses, hackathons, workshops and tutorials;
- Coach students, including impromptu learning opportunities, ensuring that student learning needs are proactively met;
- Establish effective working relationships between students, practitioners, partners and host organisations;
- Explore, learn, develop, implement and share new and emerging approaches to higher education; and
- Develop an outreach programme for the Sustainable Living Lab to ensure community engagement at all levels particularly amongst underrepresented groups in higher education.

Reputation and Strategic Development:
- Ensure the Sustainable Living Lab excites and empowers students and staff in their learning and work;
- Collaborate with Convene programme leads to ensure the impact and work of the Sustainable Living Lab is captured and shared across multiple audiences.;
- Represent the Innovation Academy and the Convene programme at various national forums and external committees, to promote awareness of the importance of innovation and technology integration in higher education;
- Liaise with UCD Estates to ensure the Innovation Academy is considered as a potential pilot location for campus-wide sustainability initiatives;
- Engage with the National Strategy on Education for Sustainable Development and relevant international initiatives such as the UN SDGs and UNESCO Education 2030; and
- Build collaborative relationships with similar initiatives in higher education nationally and internationally.

Perform other role related duties at the discretion of the Head of Operational Innovation.

Selection Criteria:

UCD has a Job Families Framework and this role is hybrid and aligns with Career Level 5. Further details on the functional and core competencies outlined in the Job Families Framework are available at https://www.ucd.ie/hr/a-z/jobfamilies/

<u>Mandatory:</u>

Experience and Qualifications:

- At least 7 years professional experience
- A third level degree in a relevant subject.
- Evidence of learning agility e.g. through a recent qualification or equivalent.

Functional Competencies:

- **Technical Acumen (Proficiency Level 3):** High level of technical competency in one or more nascent technologies and enthusiasm for technology integration across education and the workplace. Thinks of ways to apply new technological developments to improve organisational performance and staff effectiveness. Applies and improves technical knowledge, skills, and judgment on an ongoing basis. Recognises trends in theory and practice of technological developments and effectively prepares for anticipated changes; and
- **Operational Resilience (Proficiency Level 3)**: Extensive capability to maintain stamina and performance in everyday tasks and acting effectively under pressure and to display determination, self-discipline and commitment in the face of a changing environment or setbacks. It includes bouncing back from disappointments or confrontations, not letting them negatively influence ongoing performance.

Additional Required Competencies specific to role:

- **Creates and Sustains a Participatory Environment:** Understands the time and space required to support group process and creates a climate of psychological safety and trust. Demonstrates effective participatory and interpersonal communication skill and develops rapport with a diverse range of participants. Uses approaches that best fit needs and abilities of the group and use a variety of approaches to achieve group consensus, and stimulates and taps group energy; and
- **Guides classes/groups to appropriate and useful outcomes:** Uses human-centric approaches to create appropriate designs and achieve intended outcomes. Actively listens, questions and summarises to elicit the sense of the group and assists the group in reflection on its experience. Adapts processes to changing situations and needs of the group.

Core Competencies:

- **Organisational Awareness (Proficiency Level 4):** Superior ability to demonstrate an understanding of their organisation in its entirety, including governance structures and regulations;
- **Planning & Organisation (Proficiency Level 4):** Exceptional 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 organisation objectives;
- **Managing Change (Proficiency Level 3)**: Excellent ability to take a positive approach to tackling work and embrace change, foster an environment of innovation and change and ensure appropriate stakeholder involvement and engagement in change programmes/projects;
- **Project Management (Proficiency Level 3):** Considerable 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. Builds a detailed project plan, monitors progress, seeks feedback and modifies approach as necessary. Flags failures/mistakes and seeks senior guidance and support as necessary;
- **Building Relationships (Proficiency Level 3)**: Outstanding 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 2):** Strong ability to align the right work with the right people, to

delegate tasks according to people's strengths and interests, ensure people have the skills and reasonable resources to get things done; works to create a strong team and treats everyone fairly and consistently. Shares accountability when delegating. Involves staff in setting their performance goals. Provides regular and meaningful feedback that supports individuals to be successful. Actively supports people in progressing their careers and achieving their potential. Effectively supports performance challenges;

● **Managing Stakeholders (Proficiency Level 1):** Good capability to engage stakeholders, respond to stakeholder needs and manage expectations. Develops and maintains strong working relationships with internal and external stakeholders and communicates effectively with senior leaders; and

● **Equality Diversity and Inclusion:** Candidates must demonstrate how they can positively contribute to fostering an inclusive environment and a level of awareness of equality, diversity and inclusion.

Desirable:

N/A – No Desirable Criteria aligned with this role.

Further Information for Candidates:

Supplementary information:

The University:	http://ww.ucd.ie/aboutucd.htm
The UCD Strategy for Research, Innovation and Impact 2015-2020:	http://www.ucd.ie/innovation/aboutus/ucdstrategyforresearchinnovationandimpac t/
Office of the Vice-President for Research, Innovation and Impact:	https://www.ucd.ie/research/portal/meettheteam/#1
UCD Innovation Academy:	https://www.innovationacademy.ie/
Other (*Please specify*):	N/A

Relocation Expenses:
   • Will not apply

Garda Vetting required:
   • No.

Informal Enquiries ONLY to:

Name:	Prof. Suzi Jarvis
Title:	Director Innovation Academy
Email address:	suzi.jarvis@ucd.ie
Telephone:	N/A

Particular to this position:

N/A

	Eligibility to compete and certain restrictions on eligibility
Incentivised Scheme for Early Retirement (ISER):	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
Department of Health and Children Circular (7/2010):	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.
Collective Agreement - Redundancy Payments to Public Servants:	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.
Declaration:	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.
Superannuation and Retirement:	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:

*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.