



Research Centre and Institute Director Role Profiles

Preamble

This document contains two Role Profiles as follows:

- 1. Director Of Externally Funded Research Centre**
- 2. Institute Director**

DIRECTOR OF EXTERNALLY FUNDED RESEARCH CENTRE

The Centre Director provides effective management and academic leadership within the Research Centre in a manner that contributes to the achievement of the University's strategic plan and the agreed Research Programme for the Centre as approved by the Funding Body.

The term Centre Director is used in this document to indicate the person with overall responsibility and accountability for the externally funded centre. The title of this role may vary depending on the norms for the centre or the funding programme (e.g. Centre Director, CEO, etc). The provisions specified below apply to the role, regardless of the specific title used.

Reporting To: Centre Directors report to the Vice President Research and host Faculty Dean.

- The Centre Director will have a direct reporting relationship to the Faculty Dean and will report to the Dean in terms of operational issues, leave, PDRs, and issues overlapping with host Faculty activities etc.
- The Centre Director will also be accountable to the Vice President Research (VPR) via a dotted-line relationship¹ in terms of the Strategic activities and performance of the Centre. As part of this, Centre Directors will report at least annually on the activities of the Centre to the Vice-President for Research (VPR).²

Period of appointment: Normally a five-year term or for the duration of the centre funding phase, whichever is less, with a possible once-off extension subject to successful review of performance and any requirements imposed by the funder, including recommendations from the funder review process for the centre. The intention is that no Director will serve longer than a ten year period in this role, however, in exceptional circumstances this may be extended for a time limited period if deemed necessary by the VPR and Dean.

Overall Purpose of the Role:

The role of the Centre Director of an externally funded Research Centres is:

- To lead and complete the programme of research of the Centre for a particular phase as per the specific conditions of the award to the institution.
- to provide administrative and research leadership to the Centre.
- to manage its operational and strategic activities (including its financial affairs).
- to guide its overall development and achievement of the Centre programme.
- to be the formal channel of communication between the University and the Centre.

¹ A dotted-line reporting relationship describes a relationship between an employee and a secondary manager who provides additional oversight and guidance to the employee in their work. The secondary manager will have the authority to provide direction and leadership to the worker in specific areas, which may include setting of goals. The secondary manager may also provide feedback on the employee's performance to the primary manager for inclusion in the annual PDR process.

² Annual Reports produced as a requirement for external research centres may be submitted in lieu of an institutional-level annual report.

The Director is responsible for matters relating to the management of Centre staff, including the effective performance of their duties related to Centre activities, and the organisation of research and associated activities. The Director is expected to regularly communicate with and respond to staff within the Centre and to be responsive to the interests and direction of the wider university.

Directors will demonstrate vision, management skills, the ability to acquire resources and the skills to empower and influence others to contribute to getting the job done. The methods by which Directors carry out their duties and the extent of delegation will depend on factors such as the size and nature of the Centre and operations team and the personal approach of the individual Director. Whilst leadership will often be shared, particularly through the support of the PIs, the Director is ultimately accountable for the management of the Centre.

INSTITUTE DIRECTOR

The Director provides effective management and academic leadership within a Research Institute in a manner that contributes to the achievement of the University's strategic plan and faculty research plans.

Reporting To: Institute Directors report to the Vice President Research and host Faculty Dean.

- The Institute Director will have a direct reporting relationship to the Faculty Dean and will report to the Dean in terms of operational issues, leave, PDRs, and issues overlapping with host Faculty activities etc.
- The Institute Director will also be accountable to the Vice President Research (VPR) via a dotted-line relationship³ in terms of the Strategic activities and performance of the Institute. As part of this, Institute Directors will report at least annually on the activities of the Institute to the Vice-President for Research (VPR).

Period of appointment: Normally a five-year term with possible once-off extension subject to appointment through open competition. The intention is that no Director will serve longer than a ten year period in this role, however, in exceptional circumstances this may be extended for a time limited period if deemed necessary by the VPR and Dean

Overall Purpose of the Role:

The role of the Director of an Institute is to:

- Provide vision, leadership and inspiration to develop and grow the institute in support of university strategy.
- Act as lead advocate for the Institute, representing the Institute nationally and internationally.
- Work with the Vice President Research, Executive Deans, and wider leadership and support teams to support the achievements of the Institute.
- Lead the formulation of the Institute's strategic research plan and business plan.
- Establish and maintain processes for measuring and reporting on the Institute's performance against its strategic and operational goals and objectives.
- Provide effective oversight across the research programme and administrative affairs (including financial, governance and operations) of the Institute.
- Build awareness of the Institute and its research activities among all stakeholders, including government, funding agencies, industry, academic institutions and researchers throughout Ireland and the general public.
- Provide effective oversight across the research programme and administrative affairs (including financial, governance and operations) of the Institute.
- Establish and maintain relationships with government agencies, funding bodies, industry partners and others as required to further the objectives of the Institute.

³ A dotted-line reporting relationship describes a relationship between an employee and a secondary manager who provides additional oversight and guidance to the employee in their work. The secondary manager will have the authority to provide direction and leadership to the worker in specific areas, which may **include** setting of goals. The secondary manager may also provide feedback on the employee's performance to the primary manager for inclusion in the annual PDR process.

- Hold responsibility for the Institute's resources and their distribution within the Institute.
- Develop, achieve and review within agreed budgets the Institute's income generation objectives; maximise the level of external research funding available from the EU/state/agency/charities/commerce and industry sources;
- Lead the identification and exploitation of new funding opportunities including public, private, philanthropic, and other sources.
- Enable the provision of high quality and relevant postgraduate research
- Lead the Institute operations team and ensuring that the Institute is staffed and structured to support the Institute's activities and objectives.
- Build an active research institute membership base and maintain their confidence and co-operation.
- Create an environment conducive to intellectual and research growth
- To oversee the review and reshape of the Institute as necessary to ensure it aligns with international best practice, contributes towards delivery of University research strategy and related research performance targets.

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