



**An Roinn Gnóthaí  
Eachtracha agus Trádála**  
Department of  
Foreign Affairs and Trade

## **Science and Technology Advisor Consulate General of Ireland, Boston**

*Our mission is to promote and protect abroad the values, interests and economic well-being of Ireland and its people. We do this under the political direction of our Ministers, through our staff at home and through our Embassy network abroad.*

The Consulate General of Ireland promotes and protects Irish interests through its work with the Irish community in the New England region, supporting the strong partnership between the US and Ireland, and providing a range of key consular services.

A core objective of the Science and Technology Advisor role is to represent Irish science and technology interests in New England (Massachusetts, New Hampshire, Rhode Island, Maine and Vermont). The Advisor will report to the Consul General and will work closely with colleagues from other Irish Government Departments (e.g. Science Foundation Ireland (SFI), IDA Ireland, Enterprise Ireland, and Irish science and research funding bodies).

The Consulate General of Ireland in Boston is now looking to recruit a **Science and Technology Advisor**. This position is a new role in the organisation. Reporting to the Consul General, it has been created to drive engagement with the US research ecosystem and to maximise on the opportunities for US-Ireland research cooperation.

### **Key Responsibilities include:**

- Monitoring relevant technical, scientific, innovation and policy developments across New England.
- Building and maintaining a network of contacts with key partners, organizations, industry, universities, R&D-institutes, funding organisations and philanthropic partners.
- Driving the implementation of the SFI international strategy in the US with a focus on strengthening SFI's existing partnerships and building new collaborations.
- A strong emphasis on strengthening existing links with the National Science Foundation (NSF) and National Institute for Health (NIH).
- Engagement with potential industry research co-funding partners at corporate level as required, in full alignment with IDA Ireland and/or Enterprise Ireland.
- Engagement with philanthropic organisations and private research foundations based in the US to scope out potential funding and co-funding opportunities with SFI for research cooperation.
- Compiling reports for a wide range of high-level audiences, including scientists, industry organisations, policy makers, Government Ministers and members of the Oireachtas.

- Principal point of contact on science, technology and innovation for the Consulate General of Ireland, Boston.
- Pro-actively engaging with stakeholders to explore and deliver new avenues for cooperation and collaboration in the science, technology and innovation sector.
- Facilitating Irish participation in strategic fairs and conferences across New England in collaboration with Science Foundation Ireland, IDA Ireland and Enterprise Ireland.
- Other tasks as directed by the Consul General and Vice Consul General including, but not limited to, the overall objectives of the Mission, notably assisting with Ministerial and high-level visits, representing the Consulate at broad range of external events, consular, cultural and economic responsibilities.

#### **Key Expertise:**

- Scientific knowledge and appropriate skillset which will be respected by the academic, industrial and international communities.
- Experience in, and awareness of, the international research funding arena.
- Experience and skill in negotiating and finalising research funding partnerships.
- Proven ability to build and maintain a network of contacts across academic, funding agency, industry and public-sector communities.
- Strong knowledge of Irish and American political and economic issues, and international relations.
- Strong capacity to acquire and evaluate information about new knowledge and funding opportunities in the relevant areas.
- Experience in and awareness of international industry-based research and industry-academia collaborative research.
- Ability to serve effectively as a member of the Consulate.
- Excellent presentation, communication, writing and interpersonal skills.

#### **Key Competencies:**

- Communications & Influencing
- Teamwork
- Stakeholder & Client Service
- Respect & Integrity
- Project management
- Networking
- Flexibility & Resilience
- Personal Effectiveness
- Initiative & Creativity

#### **Qualifications and Experience:**

- Candidates must hold a PhD in a STEM discipline.
- Proven track record ideally with at least 3 years' experience post-PhD in either academia or industry.

#### **Eligibility:**

Candidates must have a permanent, legal right to reside and work in the USA and will be subject to US employment and taxation law.

### **Terms and conditions of employment:**

- The advisor will be appointed on a three year fixed-term contractual basis with the possibility of renewal. There will be a one-year probationary period.
- The role will initially be remotely based, and will eventually be based at the Consulate General of Ireland offices in Boston and will involve a willingness to travel across New England.
- The salary for the position is \$70,000 - \$75,803 per annum, paid locally on a weekly basis.
- Start date: Fall 2020
- Annual Leave: 20 Days
- Work Hours: Full Time with some out-of-hours work for events, and out-of-hours duty service approx. 8 times per year.

### **How to apply:**

- Candidates should submit a résumé of not more than two pages and a covering letter of not more than 600 words by email to [\*\*boston.recruitment@dfa.ie\*\*](mailto:boston.recruitment@dfa.ie) with the subject line '**Science and Technology Advisor**' followed by your name.
- In their applications, candidates should highlight relevant professional experience that demonstrates the competencies outlined above
- Applications must be received before **17:00 EST on Friday, 30 October 2020**. No applications will be accepted after this deadline.
- E-mail applications only
- The submission of non-requested information (photographs, certificates or any other large files) will disqualify.

### **Selection Process:**

A shortlist of candidates will be prepared on the basis of qualifications and professional experience relevant to the post and these candidates will be called for an interview. All shortlisted candidates will be required to present the name of at least one manager with whom they have worked within the past two years as a reference. It is planned that interviews will be held by video-conference.

Information on the post is being communicated publicly through the Consulate's web and social media channels; the Consulate cannot provide responses to individual phone/e-mail queries received regarding the post/application process.

The Consulate of Ireland regrets that it will not be able to acknowledge applications received or provide feedback to applicants at any stage of the application/interview process due to the likely high volume of applications received. Only short-listed candidates will be contacted.

### **General Data Protection Regulation:**

All personal information received will be kept in line with GDPR guidelines.

### **Security Clearance for Local Staff**

Police security clearance will be sought in respect of individuals who come under consideration for appointment. Enquiries may also be made with the police force of any

country in which the applicant under consideration for appointment resided. If unsuccessful this information will be destroyed. If the applicant subsequently comes under consideration for another position they will be required to supply this information again.

*Please note that canvassing will disqualify applicants.*

*The Consulate General of Ireland, Boston is committed to a policy of Equal Opportunity.*