



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

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

*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 consular services.*

The Consulate General of Ireland in Boston is seeking to recruit a **Science and Technology Advisor**. This position is a new role in the organisation. It has been created to promote Ireland's science and technology interests in New England, to maximise opportunities for US-Ireland science, technology and research cooperation and to drive engagement with the US research and innovation ecosystem.

The Advisor will report to the Consul General and will cooperate with colleagues from other Irish Government Departments and Agencies (e.g. Science Foundation Ireland (SFI), Irish science and research funding bodies, IDA Ireland, Enterprise Ireland).

### Key Responsibilities include:

- Promoting Ireland's science, technology and innovation profile and interests in the Northeast US;
- Principal point of contact on science, technology and innovation for the Consulate General of Ireland, Boston;
- Building and maintaining a network of contacts with key partners, organizations, industry, universities, R&D-institutes, funding organisations and philanthropic partners in Ireland and the US;
- Pro-actively engaging with stakeholders to explore and deliver new avenues for cooperation and collaboration in science, technology and innovation;
- Facilitating Irish participation in strategic fairs and conferences across New England in collaboration with Science Foundation Ireland, IDA Ireland and Enterprise Ireland;
- Monitoring relevant technical, scientific, innovation and policy developments across New England;
- Compiling reports for a wide range of high-level audiences, including scientists, industry organisations, policy makers, Government Ministers and members of the Oireachtas;
- Other tasks as directed by the Consul General and Vice Consul General including, but not limited to, the overall objectives of the Consulate, notably assisting with Ministerial and high-level visits, representing the Consulate at broad range of external events, consular, cultural and economic responsibilities.

### Key Expertise:

- Proven ability to build relationships and maintain a network of contacts across academic, funding agency, industry and public-sector communities;
- Scientific knowledge and appropriate skillset which will be respected by the academic, industrial and international communities;
- Strong capacity to acquire and evaluate information about new knowledge, cooperation and funding opportunities in the relevant areas;
- Strong knowledge of Irish and American political and economic issues, and international relations;
- Excellent networking, presentation, communication, writing and interpersonal skills
- Ability to serve effectively as a member of Consulate staff

### Key Competencies:

- Communications & Influencing
- Networking
- Initiative & Creativity
- Teamwork
- Stakeholder & Client Service
- Personal Effectiveness

### Essential Requirements:

- Candidates must hold a Masters Degree in a STEM-related discipline;
- At least 3 years' additional experience in industry or academia;
- Proven ability to build relationships and maintain a network of contacts;
- Experience in, and awareness of, the international research funding arena and of international industry-based research and industry-academia collaborative research;
- Experience and skill in negotiating and finalising research funding partnerships.
- **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 be based at the Consulate General of Ireland offices in Boston and will involve a willingness to travel across New England;
- The salary scale for the position is \$71,960 - \$77,964.56 per annum, paid locally;
- Start date: Spring/ Summer 2022;
- Annual Leave: 20 Days, plus public holidays;
- 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, a covering letter of not more than 600 words and contact details of two referees 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 the application, candidates should highlight relevant professional experience that demonstrates suitability plus the competencies outlined above;
- Applications must be received before **8 March 2022**. 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 the essential requirements relevant to the post and these candidates will be called for interview.

The Consulate cannot provide responses to individual phone/e-mail queries received regarding the post/application process. The Consulate regrets that it will not be able to acknowledge applications received or provide feedback to applicants at any stage of the application/interview process. 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.*