



OLLSCOIL NA GAILLIMHE  
UNIVERSITY OF GALWAY



HR EXCELLENCE IN RESEARCH

## Research Assistant - EcoFoodSystems

### Ryan Institute

### Ref. No. University of Galway 049-24

Applications are invited from suitably qualified candidates for a full-time, fixed term position as a Research Assistant- EcoFoodSystems in the research group of Prof. Charles Spillane within the Agriculture & Bioeconomy Research Centre at the Ryan Institute at the University of Galway, Ireland.

This position is funded by **European Union (EU)** and the **International Fund for Agricultural Development (IFAD)** and is available from immediately to contract end date of 30/09/2026.

**For more information on the EcoFoodSystems project:** [www.ecofoodsystms.org](http://www.ecofoodsystms.org)

#### Job Description:

The successful candidate will support the Principal Investigator(s) in relation to all aspects of the research activities across the project, including helping to ensure meeting the project's research goals. The successful candidate will be responsible for the day to day support of research activities of the project, including supporting the coordination, monitoring, evaluation and communication activities of the overall research program, This will also include supporting financial aspects in relation to research budgets. These activities will fall under the supervision and direction of the Principal Investigator/Leader (Prof. Charles Spillane).

#### Duties:

- Conduct and support research on the EcoFoodSystems project, under the supervision of the Principal Investigator Prof. Charles Spillane.
- To provide assistance in conducting EcoFoodSystems research activities, including planning, organizing, conducting, and communicating research studies within the overall scope of the EcoFoodSystems research project.
- To coordinate and perform a variety of tasks and team activities involved in the collection, analysis, documentation and interpretation of information/results from the EcoFoodSystems project.
- To coordinate the development of forms, questionnaires and the application of qualitative and quantitative research techniques within the EcoFoodSystems project.
- To collate and present information on EcoFoodSystems research progress and outcomes to others responsible for the research project.
- To conduct literature and database searches to advance the EcoFoodSystems project.
- To assist in analysis and interpretation of research results from the EcoFoodSystems project.
- To contribute to ensuring the progression of milestones and delivery of research objectives in accordance with the project plan.
- Contribute to EcoFoodSystems Research Project management, including organisation of research meetings and events.
- Organize events to accelerate the EcoFoodSystems project, including participating in meetings with relevant public and private sector actors.
- Engage in the dissemination of the results of EcoFoodSystems research to identified audiences.



- Be familiar with the publication process and to be engage in and assisting with drafting and submission of research papers, reports and other forms of EcoFoodSystems research project outputs.
- Travel to research sites, partner organisations and events globally, as required.
- Keeping appropriate records as directed and in line with Funder/University policy
- Working closely with Professor Spillane and other members of EcoFoodSystems project research team on an on-going basis to support the efficient functioning of the EcoFoodSystems research project.
- To carry out any additional duties as may reasonably be required within the general scope and level of the post.
- Any other duties assigned commensurate to this level of post

The EcoFoodSystems Research Assistant (Project Coordinator) will be supervised by Prof. Charles Spillane.

**Qualifications/Skills required:**

**Essential Requirements:**

- Primary degree (Humanities or STEM within relevant areas to the Research Project) plus the following
- A minimum of four+ years services in an academic/research environment or Master degree in disciplines relevant to the project.
- Experience at professional or research level in project management
- Experience in establishing and building productive relationships between internal and external partnerships across a wide range of stakeholders
- Excellent IT skills
- Excellent partnership, team, and communication skills
- Excellent interpersonal and written/verbal communication and presentation skills
- Confidence in working with a range of stakeholders
- Ability to produce accurate and high-quality work with deadlines.

**Desirable Requirements:**

- Significant experience in international agricultural development arena is an advantage.
- Excellent written and oral communication, editing, and reporting skills in English.
- Skills and experience in use of research project management software.
- Self-motivation, initiative and a flexible approach to change and work demands
- Relevant experience in an academic/research environment
- Analytical and business-like approach.
- Proficiency in the use of Microsoft Office software packages, with skills in relevant project management software being an advantage.
- Ability and willingness to work in and promote diverse multi-cultural and multi-disciplinary environments.

**Salary:** Research Assistant salary scale €30,025 - €39,908 per annum, (subject to the project's funding limitations), and pro rata for shorter and/or part-time contracts.

The default position for all new public sector appointments is the 1st point of the salary scale. This may be reviewed, and consideration afforded to appointment at a higher point on the payscale (subject to the



OLLSCOIL NA GAILLIMHĒ  
UNIVERSITY OF GALWAY



HR EXCELLENCE IN RESEARCH

project's funding limitations), where evidence of prior years' equivalent experience is accepted in determining placement on the scale above point 1, subject to the maximum of the scale.

[Research Salary Scales - University of Galway](#).

**Start date:** Position is available from 1 April 2024.

**Continuing Professional Development/Training:**

Researchers at University of Galway are encouraged to avail of a range of training and development opportunities designed to support their personal career development plans. University of Galway provides continuing professional development supports for all researchers seeking to build their own career pathways either within or beyond academia. Researchers are encouraged to engage with our Researcher Development Centre (RDC) upon commencing employment - see [HERE](#) for further information.

Further information on research and working at University of Galway is available on [Research at University of Galway](#)

For information on moving to Ireland please see [www.euraxess.ie](http://www.euraxess.ie)

Further information about Ryan Institute is available at <https://www.universityofgalway.ie/ryaninstitute/>.

**To Apply:**

Applications to include a covering letter, CV, and the contact details of three referees should be sent, via e-mail (in word or PDF only) to Prof. Charles Spillane [Charles.spillane@universityofgalway.ie](mailto:Charles.spillane@universityofgalway.ie)

Please put reference number **University of Galway 049-24** in subject line of e-mail application.

**Closing date for receipt of applications is 5.00 pm (Irish Time) 27<sup>th</sup> March 2024**

We reserve the right to re-advertise or extend the closing date for this post.

University of Galway is an equal opportunities employer.

All positions are recruited in line with Open, Transparent, Merit (OTM) and Competency based recruitment

