## Job Specification

**Post 1 - Education and Outreach Manager - IDEAM**  
(Irish Digital Engineering & Advanced Manufacturing Cluster)

<table>
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<tr>
<th>Contract Type:</th>
<th>36 Month Self-Financed Contract</th>
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<tr>
<td>Location:</td>
<td>Limerick.</td>
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<td>Reporting to:</td>
<td>VP Research, Development and Innovation or such other person as they may delegate.</td>
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**The Job:**

LIT is a significant Mid-West organisation which uniquely spans three counties and prides itself for its strong industry links, ensuring that LIT activities are responsive and reflective of the needs of enterprise; supporting the institutions role in the attraction and retention of investment and employment for the region. With over 50% of open vacancies across the Mid-West Region occurring in the area of STEM, LIT has placed particular emphasis in supporting the sector as it seeks to address current skills shortages and forthcoming inevitable disruptions arising from digitalisation and new technologies.

LIT leads the national development of skills, talent and innovation to support Manufacturing companies in their journey towards digitalisation of their production facilities and factories. The ACORN Research Centre at LIT is central to the provision of the Masters in Digitalisation of Manufacturing, run in conjunction with the MedTech Association, and is a designated Digital Innovation Hub under the EU I4MS (Innovation for Manufacturing SMEs) platform.

The proposed IDEAM (Irish Digital Engineering & Advanced Manufacturing) cluster will bring together and support the growth of a number of industry-led networks, e.g. Limerick for Engineering, Limerick for IT and the Precision and Turned Parts Manufacturing Association (PTMA), through an overarching cluster, the purpose of which is to support innovation in Industry 4.0 and Digitalisation of Manufacturing, particularly for the benefit of SMEs. The cluster strategy will target four areas – Educational Engagement, SME Competitiveness, SME Productivity, and Internationalisation.

Applications are invited from suitably qualified individuals to apply for the position of an Education and Outreach Manager to maximise the IDEAM cluster activity by leveraging common activities to:

- Create and manage an eco-system of companies (suppliers & users), engaged in the development and growth of sustainable manufacturing in the region.
- Identify the key skills and talent needed to successfully deliver digitalisation of manufacturing at all levels of the manufacturing companies and coordinate with the Institute on programmes to support industry.
- Support innovation development and research collaboration with the Institute research centre, graduate research office and academic units;
- Identify and promote various funding mechanisms and industry supports to enable take-up of new technologies, product/process innovation and the development of new business models for SMEs in the region.
- Engage in trans-national industry-support mechanisms, e.g. I4MS, Digital Europe, to expand the geographical diversity of the SMEs and their access to EU funding mechanisms.

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<th>Minimum Qualifications/Experience:</th>
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<td>An appropriate degree (level 8) and/or professional qualification.</td>
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<td>Extensive administration and/or management experience.</td>
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<td>Strong affinity with the higher education sector.</td>
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<td>Possess excellent communication and presentation skills (both in traditional forms and through social media) with experience of team/resources management.</td>
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**Desirable requirements:**

- A minimum of 3 years relevant post qualification experience. This experience should be related to Manufacturing, Digitalisation of Manufacturing, Industrial Automation/Robotics and/or Production Operations.
- A postgraduate qualification (Masters/PhD) in engineering, technology, IT, science or manufacturing.
- Demonstrate excellent knowledge of process/product innovation in manufacturing with industrial/practical expertise in digitalisation.
- Demonstrate excellent previous experience in cluster development, networking, fostering exchange between cluster members and organising cluster activities (e.g. seminars, conferences, study trips, info exchange, trade fairs, internships, etc.)
- Possess a proven track record in submitting applications and securing research funding.
- Possess a proven track record in managing and delivering research/innovation projects.
- Demonstrate evidence of leadership in equality and diversity.
- Have excellent knowledge of the challenges affecting Manufacturing SME’s and the talent needs of industry in the region.

**Duties:**

- Lead the implementation of the IDEAM workplan and the achievement of the projects targets, in conjunction with the research centre, industry stakeholders and Enterprise Ireland.
- Develop and manage the appropriate clustering/networking tools and platform to establish and grow the network of suitable client companies engaged with the Institute through skills development, innovation and research.
- Develop and maintain industry contacts and provide introductions and networking opportunities to facilitate the Institute’s growth and development;
- Interface and contribute to existing networks including Limerick for Engineering, Limerick IT, PTMA and other relevant networks as appropriate.
- Coordinate day to day operational management of the IDEAM project including devising innovative clustering activities, promoting lighthouse case-studies (national and international), organising visiting/guest speakers, facilitating digital needs assessments for SMEs and coordinating funding applications for research and skills development.
- Develop and implement policies and procedures for IDEAM’s operation;
- Manage the budgets within IDEAM and prepare financial projections and reports for the steering and management committees;
- Interface with the Institute’s Faculties, Departments, Research Office and Flexible Learning to promote programmes of skills development, entrepreneurship, innovation, internationalisation and postgraduate research.
- Be an agent for regional development, and contribute to relevant initiatives supporting the proposed Athlone-Limerick TU.
- Provide detailed reports on activities and plans as required;
- To undertake such other duties as may be assigned from time to time by the VP Research, Development and Innovation or their nominee.

**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.

**Hours**

39 hours per week

**Annual Leave**

22 days per annum. CL 0009/2014 will apply.

**Garda Vetting**

Following the commencement of the National Vetting Bureau (Children and Vulnerable Persons) Acts 2012 to 2016, Garda Vetting will be required in advance of commencing this position.

**Salary**

€73,108 - €80,532 (4 points). Starting salary will be determined depending on qualifications and experience.

The rate of remuneration may be adjusted from time to time in line with Government pay policy.

**Closing Date**

Latest date for receipt of completed application form is

**12 noon on Wednesday 01 April 2020**

Application forms received after 12.00 noon on the closing date will not be considered. The Institute regrets that it cannot pay expenses for candidates attending for interview.
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<tr>
<th>Informal Enquiries</th>
<th>Informal enquires ONLY may be addressed to <a href="mailto:john.cosgrove@lit.ie">john.cosgrove@lit.ie</a></th>
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| **Contact Details** | The Human Resources Office  
Limerick Institute of Technology  
Moylish Park  
Limerick  
Telephone +353 61 293849  
Web Site: [http://www.lit.ie/human-resources](http://www.lit.ie/human-resources)  
Email: [humanresources@lit.ie](mailto:humanresources@lit.ie)  

Limerick Institute of Technology is an equal opportunities employer, working towards creating and sustaining an inclusive environment, which promotes equality, embraces diversity and is committed to family friendly policies for all. |
| **Personal Data** | All personal data provided will be handled in accordance with the LIT Data Protection Policy and Privacy Statements available at [http://lit.ie/InformationCompliance/Data.aspx](http://lit.ie/InformationCompliance/Data.aspx) |