



Director, Dublin City of Science 2012 (Ref: FF-04-10)

The Office of the Chief Scientific Adviser to the Government of Ireland (CSA) was established in 2004 to provide the Government with independent, expert advice on issues related to public science policy. The CSA reports to the Cabinet Committee on Science, Technology and Innovation. Forfás is Ireland's national policy advisory body for enterprise and science. Forfás host the Office of the CSA.

Dublin will host the **Dublin City of Science 2012** event, formally known as the **Euroscience Open Forum**, from 12-16 July 2012. This event has Government backing and the planning and implementation for the event is being coordinated by the Office of the Chief Scientific Adviser (CSA).

At the heart of the event will be a five day international conference, attracting up to 6,000 international delegates (scientists, public policy officials and media). The event will showcase the best of European science and address all of the major global challenges including Energy, Climate Change, Food and Health. Associated with this will be a comprehensive programme of science-themed outreach activities for the general public, a careers programme for science students as well as social and cultural events in and around Dublin city.

We are now seeking to appoint an exceptional individual as **Director, Dublin City of Science 2012** to manage this prestigious event.

The successful candidate will be responsible for all aspects of the preparation, planning and delivery of the event.

Key responsibilities of the role will include, but are not restricted to:

- Developing the programme of activities outlined above;
- Managing a budget of €6 million and securing non-exchequer funding and sponsorship to the level of 50% of this budget.
- Liaising with national and international committees overseeing various aspects of the event;
- Recruiting and leading a small executive project team;
- Procure and manage professional services for the event.

The role requires interaction at all levels with national and international science bodies, industry associations, State agencies, Government Departments and the European Commission, excellent interpersonal, analytical and management skills and a proven track record in achieving challenging objectives.

The successful candidate will report to the Chief Scientific Adviser and work closely with the Department of Enterprise, Trade & Innovation and the Forfás Executive to ensure the achievement of objectives.

This position is being filled on a fixed-term contract basis, terminating no later than 1st October 2012, and will be based in CSA/Forfás' offices in Wilton Park House.

Salary Range: €65,185 per annum contributory superannuation



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Written Assignment

To aid the selection process, applicants are asked to support their application with a statement of no more than three A4 pages, setting out an outline business plan for this event and their understanding of the opportunities and challenges associated with it.

Application forms and further information on this position are available on the website of the Office of the Chief Scientific Adviser at <http://www.c-s.ie> and on the Forfás website at www.forfas.ie or by emailing recruitment@forfas.ie.

The closing date for receipt of applications is: **Friday, 18th June 2010.**



Detailed Specification

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Job Purpose:

- To be responsible for all aspects of the preparation, planning and delivery of *Dublin City of Science 2012*.

Key Tasks:

- To lead, manage and motivate a small team to achieve the above objective;
- To manage a budget of €6million and secure non-exchequer funding to the level of 50% of this budget;
- To engage, interact, influence and liaise effectively with national and international science and technology bodies; industry associations; Government Departments; State Agencies and the European Commission, in relation to the event;
- To manage the procurement of professional and commercial services for the event, as appropriate. In particular, a Professional Conference Organiser (PCO) should be engaged to assist with the routine aspects of the event;
- To produce a comprehensive business plan and detailed proposals for the event (e.g. timelines, venues, suppliers, legal obligations, staffing and budgets), in conjunction with the PCO;
- To ensure compliance to the highest professional standards with Forfás and public sector policies, procedures and governance requirements;
- To liaise with, and provide regular updates to, the National Steering Committee as well as to the various international committees established in conjunction with Euroscience;
- To manage the implementation and maintenance of robust information and document management system in the Project Team;
- To liaise with and support, subject to constraints of resources, organisers of affiliated conferences and events in Ireland during 2012;
- To plan and implement, in conjunction with appropriate professionals, a comprehensive marketing campaign;
- To coordinate suppliers, handle client queries and troubleshooting to ensure that all runs smoothly;
- To undertake post-event evaluation (including data assembly and analysis and producing reports for event stakeholders);
- Carry out other related duties that may be assigned by the CSA from time to time.



Key Skills:

Management Skills:

- Manage and motivate a small team and external consultants through strong leadership and innovation skills;
- Work closely with the Chief Scientific Adviser, officials from the Department of Enterprise, Trade & Innovation and Chief Executive of Forfás to ensure the achievement of objectives;
- Strong leadership and team-working skills;
- The ability to exercise sound judgement on a range of complex issues.

Communications/Interpersonal:

- Well developed communications, representational and influencing skills to operate at the highest levels;
- The ability to secure the co-operation of individuals and organisations;
- Excellent, presentation, communication, report writing & editing skills;
- Ability to communicate effectively on issues at all levels including senior Government Officials and in national and international fora;
- Willingness to work closely and share knowledge with small team;
- Excellent knowledge and understanding of media and marketing.

Project Management/Budgets:

- The ability to manage multiple projects simultaneously in a dynamic environment;
- To manage the Dublin City of Science 2012 budgetary resources;
- Strong project management skills, together with excellent analytical, interpersonal and judgmental skills;
- Experience of procurement in a public sector setting;
- Experience of fundraising.

Experience/Qualifications:

- Proven track record/experience of managing large, international meetings and conferences is essential;
- Ability to conduct business internationally;
- A strong background in science and science communication;
- Good knowledge of European scientific organisations;
- A qualification to degree level is essential. A postgraduate qualification is highly desirable;
- Fluency in one or more European languages would be highly advantageous.



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