Director of Research

Application Procedure

1. Your Application

Applicants for this post should submit the following documents to **www.seniorappointments@teagasc.ie**

1) A short **cover letter (maximum 2 pages),** in typed format outlining why you wish to be considered for the post of Director of Research, and why you believe your scientific leadership, strategic and organisational capabilities, values and achievements meet the requirements of this position.

2) A comprehensive **Curriculum Vitae (maximum 4 pages)**, in typed format, covering career history, leadership, research management, and major achievements. Please refer to the Guidance Note at Appendix 1.

3) Completed **Key Achievements Form (link)**, in typed format.

4) A **List of Scientific Publications and other Research Outputs** (e.g. patents, IP disclosures, policy briefs, commissioned reports)

5) With reference to item no. 4, **highlight up to five particularly significant outputs and briefly explain your contribution** to each of the five publications or other outputs you have highlighted.

6) An **Organisation Chart** indicating your position within the management structure in your current (or most recent) organisation/company. This should include reporting lines, your relationship to other senior managers, and, where the organisational structure is complex, sufficient clarity regarding your role within that structure. Any format is acceptable (e.g. existing company chart, annual report extract, or simple template).

Note: Candidates are requested to submit their application in a legible font, such as, Times New Roman, Arial, or Calibri, font size 11 or 12. Brief appendices may be included where relevant, for example, a reference document of up to two pages. Lengthy or detailed appendices will not be considered in the evaluation process.

2. Eligibility to Compete

Candidates who otherwise meet the eligibility requirements for this post must be:

a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
b) A citizen of the United Kingdom (UK); or
c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
d) A non-EEA citizen who has a Stamp 4 permission or a Stamp 5 permission.

Candidates should note that a 50 TEU visa, which is a replacement for Stamp 4EUFAM after Brexit, is acceptable as a Stamp 4 equivalent.

3. Closing Date

The closing date for receipt of completed applications is **12 noon on 6 January 2027.**
Late applications will not be accepted.

4. Shortlisting

Candidates will be shortlisted for interview by an expert board who will assess the information provided in each application against predetermined criteria based on the requirements of the Director of Research post. Candidates are therefore advised, in their own best interest, to provide a detailed and accurate account of their qualifications, experience and relevant achievements. The essential requirements for the post are outlined in the Job Specification.

The admission of a candidate or internal employee to a competition, or invitation to attend an interview, should not be taken as implying that Teagasc is satisfied that such candidate or employee fulfils the requirements for the job. It is important, therefore, that all candidates note that the onus is on the candidate to ensure they meet the eligibility requirement for the post before attending for interview.

5. Interviews

Interviews will be competency-based and are scheduled to take place towards the end of January 2027, or the earliest date thereafter, subject to interview board member availability.

Candidates shortlisted for interview will be required to attend in person. Applicants are responsible for ensuring their availability to attend on the designated interview date.

Candidates for interview will be required to deliver a presentation at interview. Following notification of the outcome of the shortlisting process, candidates will be advised of the presentation title and will be required to submit this presentation in advance and to deliver it at their interview.

Teagasc reserves the right to schedule second round interviews at its discretion.

6. Reference Checks

An offer of employment is subject to satisfactory reference checks.

7. Interview Expenses

International Candidates

Teagasc will cover the cost of one return flight at economy class or equivalent ferry costs for candidates invited for interview at the request of Teagasc. Teagasc will also cover the cost of up to two night's accommodation (bed & breakfast) to a maximum cost of €350 in total.

Travel must be via the most direct route from the candidate's home location to Dublin, Ireland, or a more suitable alternative location in Ireland and all expenses claimed must be supported by original receipts.

Domestic Candidates

Teagasc will not cover any expenses associated with attending for interview where candidates are resident in Ireland or travel from a location on the island of Ireland to attend for interview.

8. Further Information

Further information on Teagasc can be accessed on the Teagasc website
https://www.teagasc.ie

Further information on the role can be accessed from the Teagasc career section
https://www.teagasc.ie/about/opportunities/current-vacancies/

Phone/email enquiries should be directed to Teagasc's executive search partners, Forvis Mazars, at email: execrecruit@mazars.ie, or phone: +353 (1) 449 4400

Appendix 1

Guidance Note | Curriculum Vitae (CV)

Your CV should be no longer than 4 pages in length and should clearly state your qualifications, experience and relevant achievements in your career to date. An outline format is included in this Guidance Note for reference. This is intended for illustrative purposes only and does not prescribe any required format. Candidates may use the outline format provided, or an alternative format that best represents their career, experience, and achievements to date.

Career History

Your career history is best presented in reverse chronological order so that the most recent roles appear first. You are advised to cover the last 10-15 years of career history, leadership, research management, and relevant major achievements, or last three to four roles in some detail.

Positions held more than 15 years ago require only a summary description.

Education Details

Candidates should include all relevant qualifications including the year and level of each award (e.g. PhD, MBA), refer to the National Framework of Qualifications **(link)**, as appropriate, and specify the status of any award that is not yet complete. Should you come under consideration for appointment, you will be required to provide evidence of qualifications awarded.

Additional Information

At the end you may wish to highlight any additional achievements, experience or professional contributions relevant to the Director of Research post, including leadership and governance roles (e.g. Board membership), significant research or innovation achievements, key invited presentations, industry or sectoral recognition, and contributions to scientific publications or other research outputs.

Sample Curriculum Vitae Layout

- **Name**
  - Contact details: address, telephone & email address
- **Career History**
  - Current Position: Job Title, Company, Dates: from-to
  - Reporting Line
  - Main Responsibilities
  - Key Achievements
  - Budget Responsibility
  - Number of Staff: (a) Organisation and (b) Direct Reports
  - Previous Position: Job Title, Company, Dates: from-to
  - Main Responsibilities
  - Key Achievements
  - Budget Responsibility
  - Number of Staff: (a) Organisation and (b) Direct Reports
- **Education Details, including additional Learning & Development initiatives**
- **Additional Information**