



POST: Institute Manager (Ref: BDI-MN-MNG)

LOCATION: Biomedical Diagnostics Institute, NCSR

NATURE: Full-time Temporary (2 year contract)

The Biomedical Diagnostics Institute (BDI) was established in October 2005 at Dublin City University, through an award of €16.5M from Science Foundation Ireland (SFI) under its Centres for Science, Engineering and Technology (CSET) programme, in addition to a €6.5M contribution from industry partners.

The BDI will carry out cutting-edge research programmes focussed on the development of next-generation biomedical diagnostic devices. These devices, which will directly affect the quality of people's lives, will be used in Point of Care applications as well as for self-test, home use. The availability of innovative diagnostic devices measuring indicators of chronic disease (e.g. cancer, cardiovascular disease) will allow for life-threatening events to be detected long before a critical stage is reached.

Realisation of our vision requires substantial breakthroughs in the fundamental science and technology underpinning diagnostic devices. In order to meet this ambitious challenge, we are currently assembling a team of world-class research scientists to partner with cutting-edge research teams from our industry partners (Analog Devices, Ámic, Enfer, Hospira, Becton Dickinson & Inverness Medical Innovations) and collaborating institutions (The Royal College of Surgeons Ireland (RCSI) in Dublin, the National Centre for Biomedical Engineering Science (NCBES) at NUI, Galway, and the Tyndall National Institute (TNI) in Cork). The combined team will carry out a coordinated research programme over a 5-year period that began on October 1, 2005. The BDI team will be based primarily in DCU, with some researchers located in our collaborating institutions.

A recruitment process has been initiated for research and administrative positions within the BDI, and applications are now invited for the post of Institute Manager to manage the new Institute at its primary location in DCU.

The Institute Manager will support the Director in the establishment and ongoing development of the Institute and will facilitate the achievement of the Institute's objectives by the effective management of its resources and operations, including financial and administrative issues. In addition, the Institute Manager will be responsible for all aspects of the Institute's business relations and commercialisation.

REQUIREMENTS:

Applicants must have an honours degree with at least three years postgraduate experience of team management. In-depth knowledge of the biomedical diagnostics sector would be an advantage. Candidates will have excellent communication, organisational and presentation skills.

DUTIES AND RESPONSIBILITIES:

1. **Operations Management**
 - Ensure efficient establishment and day-to-day running of all aspects of Institute operations.
 - Prepare regular reports and updates for the Institute Director.
 - Liaise with SFI Programme Officer.

2. **Business Relations, Development & Commercialisation**
 - Handle all aspects of the Institute's relationship with its industry partners and Associate Members
 - Manage Intellectual Property (IP) ethos and portfolio.
 - Interact with the university on the development and management of IP policy.

3. **Administration & Financial Management**
 - Supervise the BDI administrative team and technical staff.
 - Manage BDI's finances and report to the Institute Director/Management Committee.
 - Prepare costings, projections, and monitor and reconcile expenditure.

The Manager will report directly to the Institute Director.

SALARY:

€72,864 - €96,039

CLOSING DATE: 25th November 2005

For informal discussions contact the Institute Director, Prof Brian MacCraith (brian.maccraith@dcu.ie), tel: 700 5299.