



**Trinity College Dublin**

Coláiste na Tríonóide, Baile Átha Cliath

The University of Dublin

## Job Description

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### Comp ID:

<b>Job Title:</b>	HIHI Manager TCD
<b>School/Department:</b>	School of Medicine
<b>Job category &amp; level:</b>	Professional, Administrative - Senior Admin 3 (.8 FTE)

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### The Purpose of the Role:

The School of Medicine, through Health Innovation Hub Ireland (HIHI) TCD, is seeking to appoint a manager for a specific purpose contract for maternity cover.

Operationally, Health Innovation Hub Ireland is run by a consortium of four academic institutions (Led by UCC with partners TCD, NUIG and MTU). Within TCD HIHI is part of the Department of Medicine, with Prof Seamas Donnelly as PI. Reporting to Prof Donnelly, this role manages and runs HHI TCD, which is based in St James's hospital. The role provides leadership in HIHI TCD through line management of both EI funded roles and HSE experts assigned to the HIH TCD staff team. The role contributes to the strategic direction of HIHI nationally through close working relationships built with the partner Hubs in the national network in Cork and Galway.

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### Context:

Health services in Ireland and across the world are increasingly seeking innovations in health related technology, products and services to drive improvements in the quality, access and value of healthcare delivery. A joint government initiative of the Department of Health and the Department of Enterprise Trade and Employment, Health Innovation Hub Ireland (HIHI) is an Enterprise Ireland and HSE partnership providing a vital bridge between the health service and Irish innovators. Launched in 2016, HIHI helps businesses to navigate the health system. Facilitating engagement with clinical staff and accelerating collaboration between the two, through its national network across three locations Cork, Dublin, Galway. HIHI enables frontline piloting and testing, resulting in improved design or the validation to take a product to the next stage of development and commercialisation. The health service partner sees how innovation can deliver improved patient benefit. HIHI also supports the building of an innovation culture within the health service through a suite of knowledge building

resources and guidance for healthcare professionals and innovators on the key steps from ideation to adoption.

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### **Main Responsibilities:**

- Provide leadership under the overall direction of the National Director and contribute to the strategic direction in the development of the Hub within Trinity and via the national network led by University College Cork.
- Lead internal HIFI TCD capacity building and motivate staff to achieve a balance of outputs from the Hub – identifying national and global healthcare needs, technical project reports, tech assessments for frontline healthcare solutions.
- Implement the strategic plans of the Hub and be responsible for raising the profile of the Hub through the enabling of national and international networking activities.
- Represent HIFI on local committees and maintain relationships within TCD and external senior stakeholders in relevant acute sites and industry.
- Responsible for delivery HIFI KPIs - those assigned directly to TCD and the national KPIs.
- With HIFI TCD PI, support the HIFI Local Priority Needs Group.
- Act as a broker between companies and the health service to identify clinical teams, assess feasibility of HIFI studies, secure agreement, co-design and run the HIFI study.
- Oversee all pilot studies run through HIFI TCD team in clinical settings – ethics, insurance, measurement, efficacy, economic impact, adoption and market opportunities.
- Responsible for wider industry stakeholder engagement and developing networks to drive health professionals, start-ups and innovators towards the Hub.
- Support the adoption of innovative needs-led products, processes, services or technologies that drive improvements in the quality, access and value of healthcare delivery in accordance with national /international procurement guidelines.
- Lead the HIFI Knowledge Network - support portfolio of HIFI-developed written material, digital programmes, on-line resources, workshops and formal education programmes.
- Manage the TCD Hub's reporting obligations to the appropriate funding agencies and University bodies.
- Monitor the implementation of all relevant Health and Safety measures within the Hub.
- Have responsibility for compliance including but not limited to information, data protection and security and compliance with relevant University policies.
- Provide the daily operational management support required to ensure the effective functioning of the Hub, including arrangement for staffing, contracts, accounts, administration, payroll, annual leave and other aspects of administration and ensuring all such activities are in compliance with TCD policy in this regard.
- Liaise with HIFI colleagues in Cork and Galway and where appropriate support HIFI projects led by HIFI partner locations.
- Member of national HIFI operations team, led by UCC.

*The list of duties detailed above is not intended to be exclusive or restrictive and may be adjusted*

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## **Person Requirements**

The role-holder will require the following knowledge, skills and attributes for successful performance in the role

### **Qualifications:**

Post-graduate qualification in a field or discipline relevant to the area of investigation i.e. BSc, MSc, PhD in health, technology, business or a related discipline.

### **Knowledge and experience:**

- Significant relevant experience along with a track record of management in a large research entity to include all aspects of staffing and human resources management including experience of managing a team in a research environment.
- Experience of budget management in a research environment.
- Track record in the generation of research outputs including technical reports, peer reviewed publications, conference presentations, outreach materials.
- Proven leader in maximising collaborations at a senior level between industry, academia and health.
- Ability to prioritise work and co-ordinate multiple responsibilities.
- Excellent organisation, communication and networking skills.
- Excellent report writing, presentation skills and attention to detail.
- Ability to interact with stakeholders from a range of disciplines and to communicate among disparate disciplines.
- High level of initiative.

### **Experience:**

- Applicants must have experience in some area of healthcare – industry or innovation or corporate or technology or frontline. Applicants should clearly address this experience, how they obtained their knowledge in their application and how it could benefit this role.
- An understanding of connected health, the HSE and wider health technology landscape in Ireland is essential.

### **Skills:**

- Client focus - the ability to provide an excellent client service focusing on client needs, building and maintaining effective clinical relationships to advance clients' objectives.
- Ability to assess product value and communicate study findings across disciplines.
- Confident to interact and build relationships at c-suite level.
- Skills and experience in planning, implementing and managing multiple projects at any one time to meet challenging deadlines and involving a range of stakeholders.
- Capacity to work on own initiative and use sound judgement, professionalism, confidentiality and discretion.

### **Personal attributes:**

The Trinity College Competency Framework has six Core competencies. **For this position there will be a particular focus on the following:**

- Agile Leader: Sees the big picture and harnesses opportunities to achieve goals. Creates clear direction for the future and how to get there.
  - Ensures the range of activities in own area/team are aligned with the University and HHI's strategic goals.
  - Develops work plans and manages resources to deliver within budget and timelines.
  - Leads by example by co-operating within and across departments to achieve shared goals.
  - Implement processes, systems, and ways of working in order to facilitate and support the achievement of strategic goals.
  
- Builds Trusted Relationships: Communicates in a clear and respectful manner building trust and commitment for mutually beneficial outcomes.
  - Communicates complex information clearly, concisely and persuasively.
  - Cascades information and regularly communicates with team to clarify goals and activities to deliver strategic plan.
  - Confidently handles challenging conversations and conflict.
  
- Decision-making: Confidently makes timely decisions based on knowledge, evidence and sound judgement.
  - Stays focused on critical problems until they are successfully resolved
  - Assesses the risk and implications of several options when deciding or supporting others to make an appropriate decision.
  - Collaborate with colleagues to solve problems and make decisions
  
- Achieves Results: Delivers results by setting direction, planning, executing and evaluating impact
  - Takes accountability for delivering goals & objectives.
  - Has a positive, 'can do' attitude inspiring and motivating others to deliver the plan.
  - Confronts difficult situations without procrastinating, taking decisive action.