



National Disability Authority
Údarás Náisiúnta Míchumais

JOB DESCRIPTION

Research Officer

Temporary Part-Time – HEO Standard

National Disability Authority

The National Disability Authority (NDA) is the independent statutory body that provides expert advice to the Minister for Justice and Equality on policy and practice relevant to the lives of persons with disabilities. In practice, the NDA delivers on this role through advising officials in the Department of Justice and Equality, and in other Government Departments and key state agencies, as well as direct advice to the Minister.

The National Disability Authority's statutory functions include:

- To act as a central national body to assist the Minister in the co-ordination and development of disability policy
- To undertake, commission or collaborate in research projects and activities and to assist in the development of statistical information for the planning, delivery and monitoring of disability programmes and services
- To advise the Minister on standards for disability programmes and services, to prepare codes of practice and to monitor the implementation of standards and codes in this regard
- To promote, through the Centre of Excellence in Universal Design, the principles of universal design in relation to products, services, Information Communications Technology, and the built environment.

Further information is available on the NDA's website at <http://www.nda.ie>

Job Description:

The successful applicant will be assigned to the role of temporary Research Officer for a specific programme of work, primarily for the purpose of supporting the annual School Leavers' Profiling Process with the Health Service Executive (HSE), to guide the allocation of HSE-funded adult day service places. This is a temporary, part-time role, with an estimated duration of six months from October 2018 to end April 2019. The post-holder will be a member of the NDA's Research & Policy team, reporting to a Senior Research Officer.

The key tasks for the post-holder will be to assist in the review and analysis of profiles of approximately 1,400 applicants for HSE-funded Adult Day Service places across 9 Community Health Organisation (CHO) areas. In the first instance, the post-holder will assist in providing advice and information as needed to personnel conducting the profiling as it progresses. Once profiles have been completed, the post-holder will analyse them for the purposes of quality control, and for identification of anomalies, trends, and other points of interest. The post-holder may also be required to collaborate on other research projects underway to inform the transformation of disability health and social care services.

Main Duties and Responsibilities

1. To act as point of contact for interviewers conducting the profiling exercise in order to address any queries or issues that may arise in the process.
2. To review and analyse all profiles completed to ensure consistency and transparency of approach, and to provide independent validation of results.
3. To identify particular trends emerging and compare to previous years' returns.
4. To review any appeals made in order to advise HSE on appropriate action.
5. To compile summary report on 2018/2019 process in order to provide information and guidance for future implementation.
6. To work with Senior Research Officer in making recommendations regarding any future adjustments to the resource allocation tool that may be required based on feedback from the profiling exercise.
7. To collaborate with colleagues on research and policy advice on related matters, ensuring adherence to defined quality standards and quality control of research outputs.
8. To carry out any other duties as may be assigned from time to time by the Head of Unit or nominated line manager.
9. To undergo any training considered necessary for the performance of the above duties.

Person Specification.

In applying for the post applicants are strongly advised to clearly demonstrate how they fulfil the following essential requirements and competencies. The selection process may include short-listing of candidates on the basis of the information provided in the application form. It is therefore in your own interest to provide a detailed and accurate account of how your skills, personal qualities, qualifications and experience meet the requirements for the post.

Minimum criteria for consideration for the post are:

- Hold a qualification at level 8 on the National Framework of Qualifications, or have equivalent research experience, in a relevant discipline such as, sociology, social policy, statistics, demography, economics or a cognate discipline which includes a relevant quantitative or qualitative research component
- At least three years' experience of research and research management in a relevant field

The essential requirements for the post as Research Officer are:

- A sound knowledge of quantitative and qualitative research methods, evaluation methods and quality criteria
- Excellent quantitative and data analysis skills, with knowledge of appropriate software packages (e.g. SPSS, nVivo etc.) and strong IT skills
- A track record in project management and delivery of results
- Ability to analyse and evaluate information and make viable proposals
- Strong written and oral communication skills with the capacity to write simply and clearly, and to explain research findings to a non-technical audience
- An understanding and appreciation of the policy environment and of the public service
- Capacity to respond efficiently to urgent requests for data
- Good judgement and a practical problem-solving approach
- Flexibility, commitment and capacity to work as a member of a team
- Ability to work as a self-starter, ability to work on own initiative
- A clear thinker with an aptitude for precision and attention to detail

- Good interpersonal skills and capacity to develop partnerships
- Good administrative and organisational ability
- Capacity to engage with a broad range of actors and stakeholders to deliver on research projects and initiatives

The following criteria are considered **highly desirable** for the post:

- An understanding of the policy environment in Ireland
- Knowledge and experience of disability-related issues
- Experience of engaging with persons with disabilities

Note: The duties and responsibilities enumerated in this Job Description should not be regarded as comprehensive in scope and may be added to or altered as required.

Leadership and Team-working

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing performance issues if they arise
- Provides clear information and advice as to what is required of the team
- Strives to develop and implement new ways of working effectively to meet objectives
- Leads the team by example, coaching and supporting individuals as required
- Places high importance on staff development, training and maximising skills and capacity of the team
- Is flexible and willing to adapt, positively contributing to the implementation of change

Analysis & Decision Making

- Gathers and analyses information from relevant sources, whether financial, numerical or otherwise, weighing up a range of critical factors
- Takes account of any broader issues and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Makes sound decisions with a well-reasoned rationale and stands by these
- Puts forward solutions to address problems

Management & Delivery of Results

- Takes responsibility and is accountable for the delivery of agreed objectives
- Successfully manages a range of different projects and work activities at the same time
- Structures and organises their own and others' work effectively
- Is logical and pragmatic in approach, delivering the best possible results with the resources available
- Delegates work effectively, providing clear information and evidence as to what is required
- Proactively identifies areas for improvement and develops practical suggestions for their implementation
- Demonstrates enthusiasm for new developments/changing work practices and strives to implement these changes effectively
- Applies appropriate systems/processes to enable quality checking of all activities and outputs
- Practices and promotes a strong focus on delivering high-quality customer service, for internal and external customers.

Interpersonal & Communication Skills

- Builds and maintains contact with colleagues and other stakeholders to assist in performing role
- Acts as an effective link between staff and senior management
- Encourages open and constructive discussions around work issues
- Projects conviction, gaining buy-in by outlining relevant information and selling the benefits
- Treats others with diplomacy, tact, courtesy and respect, even in challenging circumstances
- Presents information clearly, concisely and confidently when speaking and in writing
- Collaborates and supports colleagues to achieve organisational goals

Specialist Knowledge, Expertise and Self-Development

- Has a clear understanding of the roles, objectives and targets of self and team and how they fit into the work of the Policy, Research & Public Affairs Department and effectively communicates this to others
- Has high levels of expertise in research and broad Public Sector knowledge relevant to area of work
- Focuses on self-development, striving to improve performance

Drive & Commitment to Public Service Values

- Strives to perform at a high level, investing significant energy to achieve agreed objectives
- Demonstrates resilience in the face of challenging circumstances and high demands
- Is personally trustworthy and can be relied upon
- Ensures that customers are at the heart of all services provided
- Upholds high standards of honesty, ethics and integrity

Pay

Entry will be at the minimum of the Higher Executive Officer Standard salary scale. The salary scale for the position (on a pro-rata basis) is as follows:

Personal Pension Contribution Pay Scale (for those appointed on or after 6 April 1995):

€47,552, €48,943, €50,329, €51,716, €53,107, €54,495, €55,882, €57,887¹, €59,887².

Non-Personal Pension Contribution Pay Scale (for those appointed before 6 April 1995):

€45,264, €46,586, €47,900, €49,217, €50,535, €51,860, €53,180, €55,077¹, €56,979².

Long service increments may be payable after 3 (LSI-1) and 6 (LSI-2) years' satisfactory service at the maximum of the scale.

Increments are normally awarded annually subject to satisfactory performance, however payment of increments and/or the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Annual Leave

The annual leave allowance for the position of Research Officer will be 29 days per annum (on a pro-rata basis). This allowance is subject to conditions regarding the granting of annual leave in the public sector and is based on a 5 day week, exclusive of public holidays.