

Role Profile: Research Analyst NHIS (Five-year fixed-term contract)

HRB Grade VI Job Family (consisting of R&I III, Services III and Researcher II grades)

Background

The Health Research Board (HRB) is a statutory agency under the aegis of the Department of Health. As the lead agency in Ireland responsible for supporting and funding health research, generating health information and promoting the use of evidence in policy and practice, we are motivated and inspired by our vision – Healthy people through excellent research and applied knowledge. Our mission is to improve people’s health and enhance healthcare delivery. An overview of the HRB’s objectives and activities may be found in *Research. Evidence. Action. HRB Strategy 2016-2020*. (www.hrbstrategy.ie)

The National Health Information Systems Unit (NHIS) within the HRB currently manages four national health information systems in the areas of drugs and alcohol, disability and mental health. All of these aim to generate timely and accurate data at a national level to assist with service planning and monitoring of key policies in the areas identified as well as reporting at national, EU and international levels. A key aspect of the HRB’s work in this area in this current strategic planning phase is to implement the new HRB LINK system which is an initiative designed to redevelop the functionality of the existing systems.

Key responsibilities of the post of Research Analyst (NHIS)

The HRB is now seeking to recruit a Research Analyst on a five-year fixed-term basis who will primarily work in the disability area and be responsible for the roll out of the HRB’s new disability system the National Ability Supports System (NASS) as well as working on the HRB’s other systems.

Duties will include (but are not limited to):

Liaising with data providers

- Contacting service providers and other stakeholders to identify new data providers
- Maintaining regular communication with data providers
- Updating a database of data providers and other stakeholders.

Training data providers

- Providing training in data collection for participating data providers
- Assisting with the development of training materials
- Co-ordinating the distribution of training and other documentation.

Maintaining quality of NHIS data

- Coding hard copy forms as required
- Entering or supervising the entry of data as required (on or off site)
- Cleaning data using standard validations or running queries
- Performing logical checks on electronic data
- Implementing strategies to improve data quality
- Provide feedback on data quality to data providers
- Assisting with matching of data as required
- Contributing to ongoing audit and evaluation of data.

Analysing and disseminating data

- Providing statistical outputs and responses to data requests from stakeholders and data providers
- Calculating performance indicators, and completing basic epidemiological and statistical analysis
- Writing and assisting with writing annual reports, research papers, journal articles, trend papers/bulletins as appropriate
- Contributing to steering committees and other stakeholder meetings as required
- Presenting papers at meetings or conferences as appropriate
- Completing and/or assisting to complete required data for EU/international organisations as required
- Writing regular contributions for in-house or external periodicals.

Update NHIS protocols

- Updating data dictionary and protocols
- Scoping new questions
- Creating master files for Statistical Package for Social Sciences (SPSS) each year
- Updating regularly SPSS syntax files for cleaning, coding and analysing data.

Assist with the LINK management/development

- Assisting in the development and implementation of service desk solutions
- Checking/testing LINK functionality
- Contributing to the enhancement/redevelopment of LINK modules as appropriate
- Assisting with data migration
- Contributing to the management of 3rd party uploads.

Essential knowledge and experience

This role profile reflects the grade/responsibilities appropriate to Researcher II in the HRB and maps approximately to a Civil Service role at Administrative Officer level. Competencies incorporated into the role profile reflect the competency framework issued in conjunction with the Civil Service PMDS for 2013 which has been adapted by the HRB.

Formal requirements include

- An NFQ Level 9 Qualification (Masters Degree or equivalent level) or greater with a minimum of three years' relevant experience (such as managing and analysing large-scale surveys or surveillance systems).
- Experience in using SPSS is required as is experience of writing and preparing documents for publication.
- Knowledge of Microsoft Office is required and familiarity with database and service desk applications is an advantage.
- Experience in training is desirable.

The key competencies required for the post include:

- Excellent planning and organizing skills;
- Strong analytical and ICT skills;
- A commitment to quality and attention to detail;
- Capacity to take ownership of tasks and see these through to deliver on agreed objectives;
- Strong interpersonal and communication (both oral and written) skills;
- Demonstrable flexibility and openness to change;
- Ability to develop and implement new ways of working effectively to meet objectives;
- A high degree of motivation and professional integrity;
- Ability to work well in a team.

The complete list of core competencies for this post is in Appendix A.

Reporting relationship

The Research Analyst will report to the Research Officer or Senior Researcher/ Health Information Manager within the NHIS Unit as appropriate.

Salary scale

Salary Range for Research Analyst €46,771 - €57,158

Note: this post is a full-time position on a Five-Year Specified Purpose Contract.

Appointment will be made in accordance with the Department of Health guidelines. New entrants will be appointed at the first point of the scale.

How to apply

Please submit a cover letter and curriculum vitae by email to recruitment@hrb.ie. You must include the name of the post that you are applying for in the email subject line.

Closing date for applications is 12 noon on Monday 14 January 2019

NOTE: Interviews for this position are expected to take place during the week commencing 28 January 2019.

If you require further information, please contact Karen O'Donnell, HR Officer at recruitment@hrb.ie or please refer to the Recruitment page on the HRB website at <http://www.hrb.ie/about/recruitment/> for full details on this campaign.

The Health Research Board is an equal opportunities employer

Appendix A: Core competencies – Research Analyst (NHIS)

Leadership Potential

- Is flexible and willing to adapt, positively contributing to the implementation of change.
- Contributes to the development of policies in own area and the broader Department/ Organisation.
- Seeks to understand the implications of taking a particular position on issues and how interdependencies need to be addressed in a logical and consistent way.
- Maximises the contribution of the team, encouraging ownership, providing support and working effectively with others.
- Formulates a perspective on issues considered important and actively contributes across a range of settings.

Analysis & Decision Making

- Is skilled in policy analysis and development, challenging the established wisdom and adopting an open-minded approach.
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral).
- Uses numerical data skilfully to understand and evaluate business issues.
- Identifies key themes and patterns in and across different sources of information, drawing sound and balanced conclusions.
- Is resourceful and creative, generating original approaches when solving problems and making decisions.

Delivery of Results

- Assumes personal responsibility for and delivers on agreed objectives/ goals.
- Manages and progresses multiple projects and work activities successfully.
- Accurately estimates time parameters for projects and manages own time efficiently, anticipating obstacles and making contingencies for overcoming these.
- Maintains a strong focus on meeting the needs of customers at all times.
- Ensures all outputs are delivered to a high standard and in an efficient manner.
- Use resources effectively, at all times challenging processes to improve efficiencies.

Interpersonal & Communication Skills

- Communicates in a fluent, logical, clear and convincing manner verbally and in writing.
- Is able to listen effectively and develop a two-way dialogue quickly.
- Maintains a strong focus on meeting the needs of internal and external customers.
- Effectively influences others to take action.
- Works to establish mutual understanding to allow for collaborative working.
- Works effectively with a broad range of stakeholders to achieve objectives.

Drive and Commitment

- Consistently strives to perform at a high level.
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work.
- Demonstrates high levels of initiative, taking ownership of projects and demonstrating high levels of self-sufficiency.
- Is personally trustworthy and can be relied upon.
- Places the citizen at the heart of all process and systems.
- Upholds the highest standards of honesty, ethics and integrity.

Specialist Knowledge, Expertise and Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Department.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others.
- Is proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service.
- Consistently reviews own performance and sets self-challenging goals and targets.
- Has significant expertise in his/her field that is recognised and utilised by colleagues.