Role Profile: Information Specialist (Evidence Centre) Temporary 0.5 wte

HRB Grade V Job Family (consisting of Services II / R&I II / Researcher I 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. The Health Research Board’s (HRB) 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).

Key responsibilities of the post of Information Specialist (Evidence)

The HRB Evidence Centre provides a range of evidence products to the Department of Health. These products inform health policy and practice and so it is important that these products are prepared with high levels of rigor and accuracy. The Information Specialist will be responsible for completing the information specialist aspects of all assigned evidence centre products.

Duties will include (but are not limited to):

Ensure the completion of the information retrieval aspects of assigned evidence reviews using a systematic approach following the direction of the Senior Information Officer

- Turn policy questions into research questions with the research officer and policy maker;
- Use a rigorous and documented search process in collaboration with the research officer;
- Map the information and literature available in collaboration with the research officer;
- For the first screening, assess the suitability of the literature to answer research questions with the research officer;
- Provide tools to assess the quality of the literature;
- Prepare the methods slides for the evidence review presentation;
- Write the methods chapter with the research officer.

Ensure the completion of the information retrieval aspects of the procurement document for commissioned evidence reviews following the direction of the Senior Information Officer

- Identify top line research to prepare evidence review commissioning document
- Assist with the preparation of a business case for the Executive Team
- Assist with the completion of a needs assessment for evidence reviews with policy makers or planners and agree the review questions

Assist the Senior Information Officer to develop and deliver a scalable information retrieval training and development programme for all HRB Evidence Centre staff

- Prepare assigned aspects of training programme
- Create instructional materials, including online
Regular provision of published information on best practice in health policy to policy makers

• Provide searching assistance for EOLAs, the Department of Health’s quarterly brief
• Provide topic-related information as requested

Assist the Senior Information Officer and other evidence team members with the development of guidance documentation to ensure research work is completed using best practice and agreed standards through preparing and updating guidelines and protocols. For example,

• Protocol for completing evidence centre products;
• Protocol for commissioned research;
• Protocol for disseminating research (knowledge brokering)

Working collaboratively with the Senior Information Officer and other HRB Evidence Centre staff members to ensure information services and resources are aligned with, and support HRB strategy.

Building and maintaining strong strategic and working relationships with stakeholders at the appropriate level within the HRB, the Department of Health and other institutions and building strong working relationships with other health libraries including contributing to development of HRB’s scholarly communications strategy and associated policies (such as, open access, open research and copyright)

Essential knowledge and experience

This role profile reflects the grade/responsibilities appropriate to Services I / R&I I / Researcher I in the HRB and maps approximately to a Civil Service role at Executive 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.

The person appointed to this post will require:

• An undergraduate degree
• A relevant higher diploma or master’s degree is required in one of the following areas, (health care, sociology or library studies)
• Full membership of a professional library association (mandatory)
• Minimum of one year’s library or information specialist experience
• Knowledge of bibliographic databases in health and social care
• Knowledge of Microsoft Office
• Experience of reference management software such as Endnote.

Competencies

Core Competencies for the Information Specialist role are listed in Appendix A at the end of the document.

Reporting relationship

The Information Specialist position will report to the Senior Information Officer within the HRB Evidence Centre or designate as appropriate.
Salary scale:
Salary Range for Information Specialist (Grade V)  € 42,773 - € 51,375

Note: this post is a temporary, part-time (0.5 whole time equivalent) position for a period of three years.

Appointment will be made in accordance with the Department of Health guidelines. New entrants to the public service 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 12.00 Noon on Monday 4 May 2020.

NOTE: Interviews for this position are expected to take place during the period commencing 18 May 2020 to 5 June 2020.

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 – Information Specialist (Grade V)

People Management

- Consists and encourages the full engagement of the team, encouraging open and constructive discussions around work issues
- Gets the best out of individuals and the team, encouraging good performance and addressing any performance issues that may arise
- Values and supports the development of others and the team
- Encourages and supports new and more effective ways of working
- Deals with tensions within the team in a constructive fashion
- Encourages, listens to and acts on feedback from the team to make improvements
- Actively shares information, knowledge and expertise to help the team to meet its objectives

Analysis & Decision Making

- Effectively deals with a wide range of information sources, investigating all relevant issues
- Understands the practical implication of information in relation to the broader context in which s/he works – procedures, divisional objectives etc.
- Identifies and understands key issues and trends
- Correctly extracts & interprets numerical information, conducting accurate numerical calculations
- Draws accurate conclusions & makes balanced and fair recommendations backed up with evidence

Delivery of Results

- Takes ownership of tasks and is determined to see them through to a satisfactory conclusion
- Is logical and pragmatic in approach, setting objectives and delivering the best possible results with the resources available through effective prioritisation
- Constructively challenges existing approaches to improve efficient customer service delivery
- Accurately estimates time parameters for project, making contingencies to overcome obstacles
- Minimises errors, reviewing learning and ensuring remedies are in place
- Maximises the input of own team in ensuring effective delivery of results
- Ensures proper service delivery procedures/protocols/reviews are in place and implemented

Interpersonal & Communication Skills

- Modifies communication approach to suit the needs of a situation/ audience
- Actively listens to the views of others
- Liaises with other groups to gain co-operation
- Negotiates, where necessary, in order to reach a satisfactory outcome
- Maintains a focus on dealing with customers in an effective, efficient and respectful manner
- Is assertive and professional when dealing with challenging issues
- Expresses self in a clear and articulate manner when speaking and in writing
Drive and Commitment to Public Service Values

- Is committed to the role, consistently striving to perform at a high level
- Demonstrates flexibility and openness to change
- Is resilient and perseveres to obtain objectives despite obstacles or setbacks
- Ensures that customer service is at the heart of own / teamwork
- Is personally honest and trustworthy
- Acts with integrity and encourages this in others

Specialist Knowledge, Expertise and Self Development

- Displays high levels of skills/ expertise in own area and provides guidance to colleagues
- Has a clear understanding of the role, objectives and targets and how they support the service delivered by the unit and Department/ Organisation and can communicate this to the team
- Leads by example, demonstrating the importance of development by setting time aside for development initiatives for self and the team