Role Profile: Programme Officer – Data and Policy (RSF)

HRB Grade VII Job Family (consisting of R&IV, Services IV and Research Officer 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).

Since 2013 the HRB has worked to clarify and strategically advance the HRB’s thinking and role in relation to archiving, accessing, sharing and linking of publicly funded research data and existing routinely collected data to increase the value of these data and facilitate secondary data analysis. This resulted in the publication of a HRB report in May 2016 entitled “Proposals for an Enabling Environment for Health and Related Research in Ireland” (http://www.hrb.ie/publications/hrb-publication/publications//709/). The report proposed a data access, storage, storage, sharing and linkage model for Ireland, colloquially referred to as the DASSL model.

The research data landscape is developing rapidly. The HRB must develop, promote, and ensure best practice approaches to stewardship of data, research data management planning, FAIR research outputs and to enable research advances stem from authentic, trusted data sources. The HRB is also engaged in clarifying and providing guidance to its research community on the implications and implementation of emerging legislation and regulation governing the use of sensitive personal information in research. The HRB maintains a watching brief on the external international/ EU/ national policy environment and on emerging policy areas to identify any implications of, alignment needs, and best practice implementation approaches for HRB funded research.

Key responsibilities of the post of Programme Officer - Data and Policy

The Research Strategy and Funding (RSF) Directorate is responsible for the HRB’s external funding activities. The Directorate allocates approximately €40 million per annum to projects and programmes, career development awards, networks and centres through a process of competition and peer review and manages an awards portfolio of over 400 awards, with a value in excess of €170 million. Whilst many initiatives are well established, others will be developed over the next five years.

In support of RSF funding activities, the Policy and EU Funding portfolio is responsible for ensuring that HRB policy and strategy are in line with best practice internationally, that the HRB is compliant with relevant national regulatory and legislative requirements, and that these are reflected in HRB Terms and Conditions of Funding, position statements and other policy initiatives.

The Programme Officer - Data and Policy (HEO) post is crucial to the delivery of Policy and EU Funding portfolio objectives. Currently, this role integrates many strands of HRB, national and international data policy and strategy, as well as some broader policy concerns.
Duties will include (but are not limited to):

Reporting to the RSF Programme Manager with responsibility for Policy and EU Funding, but operating at a cross-organisational level, the Programme Officer – Data and Policy will be responsible for the following actions / activities:

Data access and linkage
- Assess the DASSL model in relation to Ireland’s implementation of GDPR and HIPS.
- Manage and monitor the post-award aspects of a proof-of-concept to support the original concepts outlined in the ‘Proposals for an Enabling Environment for Health and Related Research in Ireland DASSL’ report.
- Monitor and facilitate key stakeholder engagement during the DASSL proof-of-concept project.
- Continue to promote the DASSL model at a national level to gain stakeholder engagement.
- Contribute to developments both nationally and internationally on policy and practice with regards archiving, accessing, sharing and linking of publicly funded research data and existing routinely collected data.

Open research
- Manage the HRB Open Research Publishing Platform.
- Contribute to the development of the national open research agenda such as the development of National Open Access monitoring and compliance process (via the NORF WG).
- Monitor the rapidly evolving legal environment and structural and policy changes that influence all elements of research data (GDPR, HIPS, Code of Conducts European Open Science Cloud, eGovernment data strategies, EU Open Science Policy Platform etc.).
- Develop guidance on best practice implementation approaches for open research.

Data policy and strategy
- Develop implementation partnerships to support best practice data management planning in line with new HRB research data policy.
- Explore the need for further guidance for the research community and universities on data preservation/data curation.
- Look at policy actions that support rewards and incentives for open research (HRB Open Research obviously, but there are others around open data, and research integrity good practices).
- Consider the European copyright directive and implications for Irish researchers.

Broader policy activity
- Consider the external international policy and infrastructure environment and emerging policy areas such as Sustainable Development Goals, technology-driven health initiatives, EU data science directive, AI and ethics, nature of research assessment etc.
- Develop a focused approach to the implementation of HRB policies and raise the visibility of aspects of HRB policies and their implementation across the HRB. This includes refreshing the approach to consistent HRB policy development.
- Systematically consider the EU policy and legislative programme, the alignment of HRB, national and EU approaches, and the potential implications on the Irish health research agenda and HRB funding programmes;

Other duties may be assigned from time to time depending on need. This is a team-based role, and teamwork and coordination with others are crucial.
Essential knowledge and experience

The Programme Officer – Data and Policy will interact closely with the academic and healthcare research community, with governmental and statutory bodies and with other national and international funding agencies and should therefore have a strong interest in and understanding of these environments.

Formal requirements include:
- A Master’s degree in a relevant discipline/topic is required
- At least five years’ appropriate professional experience in academic, governmental, commercial or not-for-profit settings
- Knowledge and understanding of research data management (analysis of large data sets, issues pertaining to access, linkage and storage of research data)

Desirable requirements include:
- Strong understanding of governance, regulatory, legislative and policy issues pertaining to research data and to the broader research agenda
- High degree of computer literacy, including knowledge and experience of using Microsoft Word, Excel, Outlook and experience of databases
- Knowledge of national health research system, and of the Irish academic and health services environment
- Willingness to travel when required
- Coordination of cross-organisational project teams

Competencies

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

Core Competencies for the Programme Officer - Data and Policy (RSF) role are listed in Appendix A.

Reporting relationship

The Programme Officer - Data and Policy position will report to the RSF Programme Manager with responsibility for Policy and EU Funding or designate as appropriate.

Salary scale:

Salary Range for Programme Officer - Data and Policy (Grade VII) €49,837 - € 64,786

Note: this post is a permanent, full-time position

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 – Programme Officer (Grade VII)

Team Leadership
- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing and 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 & capacity of team.
- Is flexible and willing to adapt, positively contributing to the implementation of change

Judgement, 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, agendas, sensitivities and related implications when making decisions
- Uses previous knowledge and experience in order to guide decisions
- Uses judgement to make 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 unit and Department/Organisation and effectively communicates this to others
• Has high levels of expertise and broad Public Sector knowledge relevant to his/her 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