Role Profile: Research Officer (National Health Information Systems)

HRB Grade VII Job Family (consisting of R&I IV, Research Officer, Services IV 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 – better health through excellent research, data and evidence. The Health Research Board's (HRB) mission is to support research that improves people's health, promotes evidence-informed care and creates solutions to societal challenges. An overview of the HRB’s objectives and activities may be found in The HRB Strategy 2021-2025, Health research - making an impact, (https://www.hrb.ie/strategy-2025/).

The National Health Information System 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 HRB LINK system which is an initiative designed to redevelop the functionality of the existing systems.

Key responsibilities of the post of Research Officer

The HRB is now seeking to recruit a Research Officer on a permanent basis who will primarily work in the disability area and be responsible for work of the HRB’s disability system, the National Ability Supports System (NASS), as well as working on the HRB’s other systems.

Duties may include (but are not limited to) the following activities:

Oversee the ongoing organisation and development of the National Ability Supports System (NASS) including:

- Monitoring accuracy, completeness and comprehensiveness of data and developing strategies to improve data quality
- Ensure syntax files are up-to-date and processes related to analysis documented
- Developing detailed specification documents for IT development of database
- Developing and maintaining data definitions and a data dictionary
- Checking/testing database functionality
- Providing support to data providers
- Assisting in the integration of NASS with external information systems.
**Liaise with key stakeholders including:**
- Represent NASS at various stakeholder meetings including with: the Department of Children Equality, Disability, Integration and Youth, the HSE, voluntary organisations, and data providers
- Contribute to the organising of, and feedback from, the NASS advisory committee meetings
- Working directly with HSE data personnel and HSE management regarding resources to support NASS work at local and regional levels.
- Overseeing the organisation of HRB-hosted data provider meetings.

**Training and assisting data providers. This will involve:**
- Developing and/or updating training materials
- Delivering training for data providers

**Analyse and disseminate data: This will involve:**
- Providing statistical outputs as requested by stakeholders, data providers and others that request ad hoc analysis
- Providing analysis for Parliamentary Questions (PQs), Freedom of Information and media requests
- Writing and supervising the writing of reports and peer review papers
- Liaising with potential collaborators about research using the HRB’s NHIS data
- Preparing and presenting papers/presentations at meetings or conferences.

**Project management and line management including:**
- Devising project plans for key aspects of the NASS work
- Training staff on processes and procedures related to NASS work, including new staff members and interns on placement
- Ensuring data management processes and procedures related to the NASS work are relevant
- Line managing and supervising the work of staff to ensure that objectives are achieved

**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:

Formal requirements include:
NFQ Level 9 qualification (Masters / Post Graduate Diploma) in a relevant field combined with specialist knowledge in research methods.

The successful candidate will also have:
- Experience in working on large datasets
- An in-depth understanding of quantitative methods, in particular SPSS and knowledge of SPSS syntax design is required.
- A relevant publication track record, preferably in peer-reviewed journals.
- At least five years’ appropriate professional experience with proven experience in supervising and developing a number of staff / students.
- Excellent interpersonal and communication skills, attention to detail and the ability to work independently and as part of a team are essential.
- The post holder must also be able to meet deadlines.

Competencies

Competencies incorporated into this role profile reflect the competency framework issued in conjunction with the Civil Service Competency Framework which has been adopted by the HRB.

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

Reporting relationship

The Research Officer will report to the Senior Researcher within the NHIS.

Salary Scale

Salary Range for Research Officer (Grade VII) € 55,849 - €72,602

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 Wednesday 08 November 2023

NOTE: Interviews for this position are expected to take place on Tuesday 21 November 2023.
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 and welcomes applications from all sections of the community. We do not discriminate based on gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community or family status. If you have a disability and require accommodations to be made during the recruitment process, please contact HR in advance and we would be happy to assist.
Appendix A: Core competencies – Research Officer (NHIS)

Teamwork and Leadership

- Works with the team to facilitate high performance, developing clear and realistic objectives and addressing any performance issues should 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 and participates in the team by example, coaching and supporting individuals as required.
- Places high importance on people development, training and maximising the skills and capacity of the team.
- Is flexible and willing to adapt, positively contributing to the implementation of change.

Analysis and Decision-Making

- Gathers and analyses information from relevant sources, 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.
- Judgement and decision-making.
- Identifies key stakeholders in work processes and ensure that they are involved in communications and decision-making.
- Ensures that identified tasks meet the goals and objectives set out in annual business plans.

Management and 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.
- Is logical and pragmatic in approach, delivering the best possible results with the resources available.
- Completes and delegates work effectively, providing clear information and evidence as to what is required.
- 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 own 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.

**Drive and Commitment**

• 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.

**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 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.