

**Institute of  
Public Health**



# **Public Health Research Officer\_ Ageing**

**Closing Date for Applications: 26<sup>th</sup> May 2023**

# Contents

<b>The Institute of Public Health in Ireland.....</b>	<b>3</b>
<b>IPH Purpose.....</b>	<b>3</b>
<b>Values.....</b>	<b>3</b>
<b>Role Summary.....</b>	<b>4</b>
<b>Key Duties and Responsibilities.....</b>	<b>5</b>
<b>Skills &amp; Knowledge.....</b>	<b>7</b>
<b>Competencies.....</b>	<b>8</b>
<b>Particulars of Office.....</b>	<b>9</b>

# The Institute of Public Health in Ireland

The Institute of Public Health (IPH) was established in 1998, with the support of the Chief Medical Officers in Northern Ireland and Ireland, with the aim of promoting cooperation in public health across the island of Ireland with a focus on health inequity and its avoidable impact on society.

Reducing health inequities is important because health is a fundamental human right and its progressive realisation will eliminate inequalities that result from differences in health status (such as disease or disability) giving the opportunity to enjoy life and pursue one's life plan. (WHO) <https://bit.ly/2tvxorn>

## IPH Purpose

Our purpose is to inform public policy for healthier populations on the island of Ireland.

We do this by undertaking research, evidence review, policy analysis and evaluation; through partnership working, specialist training and public communication.

IPH works for government, policymakers and civil society in Ireland, and Northern Ireland.

## Values

Our core values are reflected in how we work with colleagues and engage with others.

- **Excellence**...quality, performance, ambition
- **Respect**... humanity, diversity, courtesy
- **Involvement**...inclusion, partnership, contribution
- **Trust** ...ethical, reliable, consistent
- **Justice** ... fairness, voice, leadership

## Role Summary

- This post is attached to the Ageing Research & Development team and encompasses responsibilities across a number of key functions.
- The role is focused on analysing and reviewing Ageing-focused research, data, policy and practice.
- The role will undertake primary research, as well as undertaking or advising on the evaluation of selected Government policy and programmes.
- The candidate is expected to contribute to the publication of research outputs across different mediums, including peer-reviewed journals.
- The successful candidate will report to the Director of Ageing Research & Development and work with a small team stationed across both offices.
- The role will require engagement with all staff across the organisation, in addition to funding Departments, research partners and external agencies.
- The role can be attached to either our Belfast or Dublin offices. The successful candidate should be in a position to attend work at their office of choice and will be required to travel to Dublin or Belfast for meetings and events. Our all-island status requires engagement with stakeholders on a North-South and an East-West basis.
- In line with Public Sector guidance, the Institute offers an enhanced hybrid working model with attendance at your designated office required on the agreed anchor day(s).

# Key Duties and Responsibilities

## **Research, Policy, Evaluation**

- To analyse, review and synthesize data, research, policy and practice relevant to public health and ageing.
- To undertake or advise and assist with the review/evaluation of selected Government policy and programmes.
- To undertake Ageing & public health-focused research, encompassing both qualitative and quantitative research methodology.
- To undertake analysis of policies, literature and frameworks (local, national, EU and international) relevant to demographic change, ageing and public health.
- To collate, analyse and interpret key data sets relevant to ageing and public health

## **Communication & dissemination**

- To contribute to the writing of journal articles, research and grant proposals.
- To participate in and develop IPH North/South networks focused on Ageing research and policy.
- To produce briefings and reports on selected Public Health and Ageing issues.
- To make presentations to key audiences in the area of public health and ageing.
- To raise awareness and understanding of the connection between poverty and determinants of health inequalities, as well as demographic ageing and public health.
- Contribute to a communication and dissemination plan on key Ageing topics.

## **Collaborative working**

- To represent IPH on relevant groups, bodies and events and contribute to the promotion of the organisation across stakeholders.
- Coordinate and plan collaborative meetings, conferences and seminars.
- Cross-functional working within the organisation, across teams, specialties and functions will be required.

The above is not an exhaustive list of duties and you will be expected to perform different tasks as necessitated within the organisation and the overall business plan.

# Skills & Knowledge

## Essential Skills

- Postgraduate qualification (Masters or Ph.D.) in a relevant discipline
- Have at least 3 years, demonstrable, post-qualification experience in a relevant policy or research post with the ability to conduct and deliver research output.
- Have substantial experience of conducting primary research (qualitative, or quantitative).
- Experience of producing and preparing policy focused reports and/or briefings from research and data.
- An understanding of evaluation models.
- Strong research and analytical skills – in a qualitative and quantitative research setting.
- Experience of using relevant research software e.g., SPSS, NVivo.
- Strong IT skills e.g., Microsoft Office suite
- Team-working.
- High degree of organisational ability.
- Excellent communication & presentation skills with experience of communicating with stakeholders, grantors and disseminating across different mediums and channels.
- Comfortable with presenting in public settings, at conferences etc.
- Excellent time management skills, with the ability to meet tight deadlines and work flexibly.
- Work both independently and on own initiative to deliver the business plan and strategic objectives.

## Desirable Criteria

- Ph.D. directly relevant to public health, ageing or a relevant research topic.
- Experience of programmes and or policy reviews/ evaluations
- Experience of working in a relevant ageing and/ or a public health field
- Experience of working across jurisdictions/ EU or international projects
- Experience of working under a grant-funded project with an understanding of reporting and communicating to stakeholders/grantors.
- A sound understanding of the strategic context of policy relating to older people i.e., International, EU, National Government policy and practice.
- Knowledge of key data sets relating to ageing and older people in Ireland, North and South.

# Competencies

The competencies attached to this role include:

- Interpersonal and communication skills
- Specialist knowledge and self-development
- People management
- Analysis and decision-making
- Delivery of results
- Drive and commitment to public service values

# Particulars of Office

## Remuneration and Terms

**Reporting to:** Director of Ageing Research and Development

**Salary Scale:** Dublin Office: €34,618- €64,651(includes 2 long-term increments)

Belfast Office: £39,748 - £42,639

Entry will be at the minimum point of the scale and will not be subject to negotiation. Different pay and conditions may apply if, immediately prior to appointment the appointee is already a serving Civil Servant or Public Servant.

**Term:** Permanent

**Hours of Attendance:** Full time, 35 hours per week excluding breaks

**Location:** IPH Belfast, or Dublin office.

**Travel Requirements:** The Institute has offices located in both Dublin and Belfast, and travel to both cities will be required as well as occasional travel to the UK/Europe.

**Annual leave:** Annual leave entitlements will be awarded based on the chosen office of employment.

Dublin Office: 25 days (excl public holidays), rising to 30 days.

Belfast Office: 25 days annually (excl public holidays), rising to 30 days.

### **Policies / Legislation:**

All IPH policies and procedures form an integral part of an employment contract and may be subject to update and revision. Employees are always required to comply with IPH policies and procedures.

### **Application Process:**

All applicants should use this link to submit their application:

<https://instituteofpublichealth.hrpartner.io/jobs>

You will be asked to complete an application form when submitting both your c.v.,



and a separate cover letter, which also form part of the application process.

Applications must be received by **5pm on the 26<sup>th</sup> May 2023**. Late applications will not be accepted. All applications are treated in strict confidence.

### **Shortlisting:**

Shortlisting will be carried out based on information supplied on your application. The criteria for shortlisting are based on the requirements of the post as outlined in the skills & knowledge section. Failure to include information regarding these requirements on your application may result in you not being called forward to the next stage of the recruitment process.

### **Recruitment stages:**

Please note that the recruitment process consists of 3 stages:

1. A completed application which includes an application form, a cover letter (2 pages max) and an up-to-date c.v. (3 pages max) to be received by the deadline stated.
2. Following receipt of applications and a screening process, shortlisted candidates will be invited to attend a practical assessment. This will be an online, one hour assessment based on knowledge and skillset as set out on the job criteria.
3. This will be followed by an in-person interview. A second interview round may be called.
4. The process continues after the interview and includes right to work validation, clearance checks such as references, validation of qualifications and experience. A job offer will only be made subject to satisfactory clearances and eligibility to work in the chosen jurisdiction.

### **Communication:**

You will be contacted mainly by mobile phone and email. It is important that your mobile phone number and email address are correct. It is your responsibility to ensure that you have access to your mobile voice mails and emails. We recommend that you use an email address that you have regular access to.

### **Equal Opportunity**

IPH is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 to 2015.

## **Candidates with Disabilities**

The Institute of Public Health aims to attract candidates from all sectors of society, ensuring that routes to career opportunities are accessible to all who are interested. We are committed to equality of opportunity for all candidates.

If you have a disability or need reasonable accommodations made during the selection process, we strongly encourage you to share this with us so that we can ensure you get the support you need. Reasonable accommodation in our selection process refers to adjustments and practical changes which would enable a disabled candidate to have an equal opportunity for this competition. Examples of adjustments we provide include the use of assistive technology, extra time, scribes and/or readers or a range of other accommodations. Please be assured that having a disability or requiring adjustments will not impact on your progress in the selection process; you will not be at a disadvantage if you disclose your disability or requirements to us. Your disability and/or adjustments will be kept entirely confidential. Should you be successful, the disclosure of a disability for this stage of the process will only be shared as required and only if you request that we do so. If you have indicated on your application/profile that you require reasonable accommodations, please submit a psychologist/medical report. The purpose of the report is to provide us with information to act as a basis for determining reasonable accommodations, where appropriate. The information within these reports that is useful for us to see includes the outcome of any diagnostic tests conducted by your psychologist/doctor, and their summary of recommendations in relation to your requirements. You may redact (block out) parts of medical reports/psychologist's reports that you feel are sensitive or unnecessary for the decision to make reasonable adjustments. These reports must be forwarded to the online application platform by the closing date.

Please contact us at any stage of the recruitment process if special arrangements are required.

### **Declaration:**

Please read your application carefully and check for any errors or omissions. Incomplete applications will not be accepted. False declaration or omission in support of your application will disqualify you from appointment.

Application address: <https://instituteofpublichealth.hrpartner.io/jobs>

Contact Details: [jobs@publichealth.ie](mailto:jobs@publichealth.ie)