

Job Description and Person Specification



Temporary project officer (health promotion)

Closing Date for Applications: 04/08/2017 @ 4pm

Contact: 01 4786300 or jobs@publichealth.ie

The Institute of Public Health in Ireland – vision, mission and values

The Institute of Public Health in Ireland (IPH) was established in 1998 to achieve cooperation for public health on the island of Ireland in the areas of research and information, policy advice and capacity building.

IPH vision

Healthy People and Healthy Communities on the island of Ireland.

IPH mission

Work to improve the health of the people on the island and reduce health inequalities.

Principles and values

Since its establishment IPH has aimed to be responsive, effective, efficient, flexible and innovative. IPH works to raise the profile and understanding of public health issues and our work is communicated through our website www.publichealth.ie. We are committed to working in partnership with others at government, organisational, academic and community level.

Role Summary:

IPH supports the development of evidence-informed policies and programmes relevant to health promotion. The post holder will work, as part of the policy team, on both Irish and European projects. The post holder will work with IPH partners both on the development of resources, focussed knowledge exchange and translation of good practice. The work will ultimately aim to enhance the impact of health promotion interventions relevant to the primary prevention of chronic disease in Ireland and at European level.

Key Duties and Responsibilities:

- Contribute to defined IPH projects with a health promotion focus in Ireland and at European level
- Work effectively and efficiently with national IPH partners on resource and knowledge development to enhance health promotion policies, practices and evidence.
- Design and conduct high quality evidence reviews relevant to health promotion interventions and related information management
- Conduct critical appraisal of evaluations of health promotion interventions and assessments of effectiveness
- Support the design and delivery of processes of stakeholder consultation, facilitation and consensus building
- Develop clear, accessible communications at national and European level including reports.
- Attend project meetings abroad as required by European projects
- Report to the Director of Policy, and ultimately to the Chief Executive, as required

The above Job Description is not intended to be a comprehensive list of all duties involved and consequently, the post holder may be required to perform other duties as appropriate to the post which may be assigned to him/her from time to time and to contribute to the development of the post while in office. This document must be regarded as an outline of the major areas of accountability at the present time, which will be reviewed and assessed on an on-going basis.

Person Specification

	Essential skills	Desirable criteria
Qualifications	Degree (primary or masters level) in health promotion, social sciences, public policy, implementation science or other relevant discipline	Post-graduate qualification in relevant discipline
Experience	<p>Demonstrable experience in leading on the design, implementation and/or evaluation of health promotion interventions</p> <p>Experience in practical application of partnership working with health and non-health sectors</p> <p>Experience in the design and timely delivery of evidence review including rapid review and evidence appraisal</p> <p>Experience in producing high quality written outputs e.g. briefing papers, reports and policy-focussed outputs</p>	<p>Experience in project management</p> <p>Experience in participation in national and international multi-partner projects</p> <p>Experience in event planning, facilitation and management</p>
Skills and knowledge	<p>Understanding of principles and practice of health promotion</p> <p>Understanding of the strategic context for public health in Ireland North and South</p> <p>Qualitative research and mixed methods research skills for assessment of policy/programme impacts in public health/ health promotion</p> <p>Strong planning and organisational skills,</p>	<p>Understanding of principles and practice of implementation science</p> <p>Facilitation and interpersonal skills</p>

	<p>including structuring workload and reporting</p> <p>Ability to work efficiently and flexibly within the context of multi-partner and multi-country project plans</p> <p>High level of IT literacy in use of MS Office</p> <p>Effective written communication skills including report writing</p>	
Personal	<p>Highly motivated and enthusiastic</p> <p>Excellent communication skills</p> <p>Interpersonal skills suited to partnership working</p> <p>Can work effectively on personal initiative and also within a multidisciplinary team</p>	

Particulars of Office:

The appointment is: A fixed term contract of one year, Whole-time,

Annual Salary: Scale €38,133-€51,847, entry onto scale will be determined by experience and qualifications.

Start Date: September 2017

Location: IPH Dublin office

Working Hours: 35 hrs per week, Monday-Friday

Policies / Legislation: All IPH policies and procedures form an integral part an employment contract and may be subject to update and revision, from time to time, in consultation with union representatives as appropriate. Employees are required to comply with all IPH policies, procedures (e.g. data policy) and the IPH ethical codes of practice.

Application Process: IPH is an equal opportunities employer and is committed to promoting an environment free from discrimination in accordance with the Employment Equality Acts 1998 and 2004.

Applications must be made by email and enclosing up-to-date Curriculum Vitae quoting the post and reference number IPH17PL1 to jobs@publichealth.ie. Applications must be received by 4pm on the closing date of the competition. Late applications will not be accepted. All applications are treated in strict confidence.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your curriculum vitae. The criteria for shortlisting are based on the requirements of the post as outlined in the Person Specification. Failure to include information regarding these requirements on your CV may result in you not being called forward to the next state of the recruitment process.

Please note that you will be contacted mainly by mobile phone and email. It is important that your mobile phone number, postal address 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.

Disability: Please let us know if you need any special assistance at interview,

Candidates are notified of the result of their interview at the earliest possible date after the interview. The recommendation of the interview panel does not constitute a job offer. The process continues after the interview and includes clearance checks such as references and validation of qualifications and experience. A job offer is made pending satisfactory references.

Declaration: Please read your application carefully and check for any errors or omissions. False declaration or omission in support of your application will disqualify you from appointment.

