

**Institute of
Public Health**



Research Assistant

Closing Date for Applications: Friday 16th July 2021

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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, and 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) in 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

Key Duties and Responsibilities

1. Support the delivery of projects and programmes specified in the IPH Business Plan.
2. Support the work of the policy team, and within a team-based and North-South working environment.
3. Operate flexibly across a number of different projects and topic areas, including health inequalities, tobacco control, alcohol policy, obesity, gambling and health impact assessment.
4. Support Public Health Development Officers to deliver high quality outputs in line with government policy and legislative schedules.
5. Work in a cross-functional way within IPH, across teams, specialties, and functions, and engagement with Departments of Health and their agencies.
6. Contribute to the delivery of outputs which include:
 - Research (quantitative and qualitative) including project design, data collection, analysis and reporting
 - Literature and evidence review, critical appraisal of evidence
 - Report-writing, proof-reading and copy editing
 - Policy development processes such as consultation responses and critical assessment of policy options
 - Development of policy briefs
 - Policy analysis
 - Policy and programme evaluations
 - Event planning and management
 - Knowledge translation and communications
 - Co-ordination of external meetings and stakeholder engagement

Person Specification

	Essential skills
Qualifications	<ul style="list-style-type: none">• Master's level, or above in an academic discipline relevant to public health policy - for example in the health, social sciences, public policy or political science fields.
Experience	<ul style="list-style-type: none">• Experience in the application of best practice methods in the design, delivery, and reporting of research.• Experience in the design and delivery of literature reviews or reports, for an academic, or non-academic audience.
Competencies	<ul style="list-style-type: none">• Teamwork• Attention to detail• Information management• Project delivery• Communication skills

Particulars of Office

The appointment is: One-year, Full-time, Fixed term.

Annual Salary: The salary attached to this position is dependent on office location:

Belfast Office £23,754

Dublin Office €26,609

Working Hours: 35 hours per week, excluding breaks.

Location: This role can be located either at our offices in Dublin, or Belfast:

IPH Dublin office; 700 South Circular Road, Kilmainham, Dublin 8

IPH Belfast office; City Exchange, Gloucester Street, Belfast BT1 4JH

Travel Requirements: The Institute has offices located in both Dublin and Belfast, and travel to both cities is routine. Occasional EU and wider UK travel is required.

Please note that these travel requirements are currently restricted to comply with Covid-19 arrangements.

Annual leave entitlement: 22 days per annum (not including public holidays)

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: 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.

All applicants should use this link to submit their application:

<https://instituteofpublichealth.hrpartner.io/jobs/research-assistant---policy---zyrpy>

You will be asked to complete an application form when submitting both your c.v., video and cover letter, which also form part of the application process.

Applications must be received by 5pm 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 based on information supplied on your application. 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 application may result in you not being called forward to the next stage of the recruitment process.

Recruitment stages: Please note that this recruitment process consists of a 4-stage process:

1. A completed application which includes the following:
 - a. an application form,
 - b. a cover letter (1 page max)
 - c. an up to date c.v. (2 pages max)
2. The completed application must be received by the deadline stated.
3. Shortlisted candidates will be invited to an on-line interview.
4. The process continues after the interview and includes right to work validation, clearance checks such as references, validation of qualifications and experience, where applicable. A job offer will only be made subject to satisfactory clearances and eligibility to work in the Republic of Ireland, or the UK (dependent on office location).

Communication: Please note that 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.

Disability: 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. False declaration or omission in support of your application will disqualify you from appointment.

Application address: <https://instituteofpublichealth.hrpartner.io/jobs/research-assistant---policy---zyrpv>

Application deadline: 5pm, Friday 16th July 2021

All queries and communication should be directed to: jobs@publichealth.ie