

**Institute of
Public Health**



Candidate Information Booklet

Public Health Development Officer (Evaluations and Interventions)

Closing Date for Applications: 01st November 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).

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

- The postholder will work in the area of evaluations and interventions in the field of public health.
- The role can be based at 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 where required. Our all-island programme of work requires engagement with stakeholders on a North-South and also an East-West basis.
- The postholder will report to the Director of Ageing Research and Development and work in collaboration across team specialties. They will be responsible for the design and delivery of an in-house, bespoke evaluations framework.
- The postholder will undertake evaluations on behalf of key stakeholders and will also input and assist with the delivery of intervention design.
- Engagement with external stakeholders across the island will be a key feature of this role and will require excellent communication and interpersonal skills.
- The role will be expected to input and engage with the emerging Health Impact Assessment (HIA) unit at the Institute, led by the Director of Policy.
- Dissemination and communication of best-practice approaches in the field, as well as the communication of programme results will require written and oral presentations to key public agencies, stakeholders, and the media.
- This role will require a suitable skillset to manage effective communication across many channels, including on-line meetings, webinars, face to face meetings, committee, podcasts, written reports and social and traditional media channels.

Key Duties and Responsibilities

The principal duties attached to the role are:

- To develop and deliver evaluations of selected public health policy and programmes, including government and non-government interventions.
- To use evaluative methodologies to assess the impact of interventions.
- To promote the utilisation of evaluation models most relevant to assessing the impact of different programmes, policy, services and interventions.
- To develop a bespoke framework for effective evaluation and intervention design, and the related data collection.
- To undertake evidence reviews and syntheses to inform policy and practice.
- To produce briefings and reports on selected public health issues.
- To make presentations to key audiences in the area of public health.
- To work collaboratively to help improve population health on an all-island basis.
- To increase awareness and understanding of the social determinants of health equity and inequalities
- To increase awareness and understanding of demographic ageing and public health.
- To represent IPH on relevant outside bodies and events.
- To undertake other duties as may be assigned from time to time by your line manager.

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.

Person Specification

Knowledge and Experience

Essential

- A Degree (Hons) in a relevant discipline.
- At least four years post-qualification experience in a relevant field.
- Experience of undertaking evaluations in a relevant field.
- Experience of working in areas relevant to health inequalities and social determinants of health.
- Experience of delivering external reports e.g., policy briefings, briefings for Government, or Public Agencies, academic publications.
- Strong research and analytical skills – qualitative and quantitative
- Substantial experience of reviewing and synthesising data, research and/or policy
- Demonstrable experience of working independently and responsibility for leading and delivery of projects.
- The ability to demonstrate excellent communication, interpersonal and presentation skills.
- The ability to work to tight deadlines and manage several projects in collaboration with a variety of stakeholders.
- Suitable experience in the use of IT software relevant to the role.

Desirable

- Experience of intervention reviews, or designing and delivery of interventions, in public health.
- Experience of working on cross-border, European, or international collaborative projects.
- Knowledge translation and media communication skills.
- An awareness of economic evaluations of public-funded programmes e.g., Government Codes (such as the Public Spending Code) and any other Codes, or legislation relevant to the role.
- A solid understanding of the strategic context of public health policy including Healthy Ireland, Sláintecare and Making Life Better strategies.

Particulars of Office

The appointment is: full-time, fixed term for 24 months.

Annual Salary: The salary scale attached to this position is £33,114 - £42,219/ €50, 175 - €63,974.

Working Hours: 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 is routine. Occasional EU and wider UK travel may be required. Please note that these travel requirements are currently restricted to comply with Covid-19 arrangements.

Hybrid Working: In line with Public Sector guidance, the Institute expects to offer a hybrid working model with some element of home-working combined with on-site work.

Annual leave entitlement: 29 days per annum pro rata.

Policies / Legislation: The Institute's 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 policies and procedures as part of their terms and conditions of employment.

Application Process: The Institute 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>

You will be asked to complete an application form when submitting both your c.v. 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 or incomplete 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 an application form, a cover letter (one page) 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, a short list of candidates will be invited to an on-line practical assessment. The practical assessment will take up to 60 minutes and will ask attendees to prepare a short piece of work that would be expected with this role.
3. Successful candidates will then be invited to attend an on-line interview. The interviews may require a presentation and, or a second interview may be scheduled. Further details will be provided in advance to those candidates invited to interview.
4. The process continues after the interview and includes right to work validation, clearance checks such as references, vetting- clearance (where necessary and as required), validation of qualifications and experience. A job offer will only be made subject to satisfactory clearances and eligibility to work in the chosen jurisdiction. A Panel may be formed which will run for 18 months or until the panel has been filled.

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 provided 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/reasonable adjustments 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>

Contact Details: jobs@publichealth.ie