

Job Description and Person Specification



Evaluations and Interventions Officer – Ageing and Public Health

Closing Date for Applications: 5.00 pm on Friday 3rd May 2019

Contact: 028 90 648494 or jobs@publichealth.ie

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

The Institute of Public Health in Ireland (IPH) provides evidence, advice and leadership to promote health and wellbeing, and reduce health inequalities on the island of Ireland, North and South.

Established in 1998 and with offices in Belfast and Dublin, IPH is the recognised voice for public health evidence on the island of Ireland. In 2018 IPH launched a new Strategic Framework 2018-2022 that sets out the direction and focus of the Institute over the next five years. You can read it and about our work here: www.publichealth.ie

Committed to improving the health of communities across the island of Ireland, IPH works with partners at national and international level to provide evidence-based public health intelligence to help shape effective public health policies and interventions.

Our team works across professions, disciplines, sectors, organisations and jurisdiction to address these health inequalities and its avoidable impact on society. IPH connects networks of policymakers, researchers, public health practitioners and the voluntary and community sector who collectively work to reduce these inequalities.

IPH believes;

- Health is socially and economically determined
- Health inequalities are avoidable, unjust and unfair
- Cross-sectoral and cross-policy action is needed to reduce health inequalities
- Public health should be equitable, empowering, effective, evidence-based, fair, and inclusive

Principles and values

Our core values underpin how we work within IPH 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 will work in the area of evaluations and interventions as well as evidence, data and research syntheses relevant to Public Health and Ageing

Key Duties and Responsibilities:

1. To undertake evidence review and syntheses to inform policy and practice relating to Public Health and Ageing.
2. To utilise evaluation models most relevant to assessing impact of programmes, policy and services relating to Public Health and Ageing.
3. To advise and assist with the review/ evaluation of selected Government policy and programmes.
4. Use evaluative methodologies to assess the impact of selected Government and non-Government interventions relevant to Public Health and Ageing.
5. To collate, analyse and interpret secondary data (qualitative and quantitative) relating to Public Health and Ageing.
6. To undertake primary, policy and practice focused research (qualitative and quantitative) relating to Public Health and Ageing.

7. To produce briefings and reports on selected Public Health and Ageing issues.
8. To assist with the convening of events and meetings.
9. To make presentations to key audiences in the area of Public Health and Ageing.
10. To work collaboratively to help improve population health in Ireland North and South.
11. To raise awareness and understanding of the connection between poverty and determinants of health inequalities as well as demographic ageing and public health.
12. To represent IPH on relevant outside bodies and events.
13. To contribute to the achievement of IPH objectives.
14. 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

	Essential skills	Desirable criteria
Qualifications	<ul style="list-style-type: none"> • Degree (Hons) 	<ul style="list-style-type: none"> • Post Graduate qualification in relevant discipline
Experience	<ul style="list-style-type: none"> • Have recent (at least 3 years) demonstrable experience within a relevant policy or research context • Have substantial demonstrable experience of reviewing and synthesising data, research and policy • Experience of producing and preparing policy focused reports and/or briefings from research and data 	<ul style="list-style-type: none"> • Experience of programme and or policy reviews/ evaluations • Experience of working in a relevant ageing and/ or public health field

Skills & Knowledge	<ul style="list-style-type: none"> • Understanding of evaluation models • Strong research and analytical skills - qualitative and quantitative – including use of relevant software e.g. SPSS, Nvivo • Evidence of excellent communication skills – orally and in writing • Excellent IT skills e.g. Microsoft Office suite • Ability to work independently and within a team 	<ul style="list-style-type: none"> • 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
Personal	<ul style="list-style-type: none"> • High degree of organisational ability, self-motivation, ability to meet tight deadlines and work flexibly, independently and on own initiative 	

Particulars of Post:

The appointment is: Full-time, Fixed-Term 36 months.

Annual Salary: The salary scale attached to this position is £33,114 - £42,219. Appointments will be made at the first point on the scale unless current remuneration and skillset warrant entry at a higher point on the scale.

Working Hours: 35 hours per week excluding breaks.

Location: IPH Belfast office; Forestview, Purdy's Lane, Belfast BT8 7AR. However the successful candidate will be expected to travel between both our offices and throughout Ireland (North and South) in the delivery of this role.

Annual leave entitlement: 30 days per annum.

Policies/Legislation: IPH policies and procedures as set out in the IPH staff handbook form an integral part of any employment contract and may be subject to update and revision. Employees are required to comply with all IPH policies and procedures at all times.

Application Process: IPH is an equal opportunities employer which means that we are committed to providing equality of opportunity in employment to all persons and an environment free from discrimination in accordance with the Employment Equality Acts and Legislation in Ireland North and South.

CVs must be submitted to jobs@publichealth.ie with the reference Evaluations and Interventions Officer – Ageing and Public Health in the subject line of the email.

CVs must be received by 5pm on the closing date of the competition. Late applications will not be accepted. IPH will not take responsibility for emails not received. All applications are treated in strict confidence.

Shortlisting: Shortlisting will be carried out on the basis of information supplied on your CV. 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 will result in you not being called forward to the next stage of the recruitment process eg we will not make assumptions from the title of the applicant's post or the nature of the organisation as to the skills, knowledge and experience gained, these must be articulated within the CV.

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

1. CV to be received by the deadline – Friday 3rd May 2019 at 5pm.
2. Shortlisted candidates will be invited to attend a practical assessment relating to the role - Week beginning: 20th May

3. Following the outcome of the practical assessment, successful candidates will be invited to interview - Week beginning 27th May.
4. The process continues after the interview and includes work permit validation, clearance checks such as references, Garda clearance, Access NI, occupational health clearance, validation of qualifications and experience. A job offer will only be made subject to satisfactory clearances.

Communication: Please note that you will be contacted by mobile phone and/ or 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 let us know if you need any special assistance at interview, or any stage of the recruitment process in such circumstances reasonable accommodation will be applied.

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

Job Applicant Privacy Notice:

As part of any recruitment process, IPH collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information do we collect?

IPH collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK and Ireland.

IPH may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from such third parties prior to making a job offer and as part of our recruitment process. We will inform you and seek your consent prior to contacting a third party for an employment reference.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does IPH process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK and Ireland before employment starts.

IPH has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

IPH may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment legislation

If your application is unsuccessful, IPH may keep your personal data on file for up to 18 months following a recruitment campaign, in line with employment legislation. We may seek your voluntary consent to keep your personal data on file should future employment opportunities arise. In such circumstances we will ask for your consent before we keep data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff, if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

How does IPH protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does IPH keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 18 (eighteen) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. You will be asked when you submit your CV whether you give us consent to hold your details for the full 24 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of your data where IPH is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact dataprotection@publichealth.ie.

If you believe that the organisation has not complied with your data protection rights, you can contact the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to IPH during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.