



Job specification:

Research Assistant, Genio

Key responsibility

This role will focus on supporting research to inform service reform processes and wider change efforts across the Genio programmes in Disability, Homeless, Traveller, Migrant and Mental Health.

Purpose of the role

The person will play an integral role in the Action Research Team's work. The overarching focus of the research will be to inform the implementation of the programme areas and to surface learnings, opportunities and challenges on an on-going basis. The person will support the Action Research team to gather data, conduct data analysis and theme identification to inform cycles of action and structure meetings with relevant participants of this work.

Specific responsibilities:

- Work collaboratively with the Action Research team to organise and conduct qualitative and quantitative research
- Enter and prepare data for analysis
- Work collaboratively with the Action Research team to analyse data
- Assist in the preparation of power points, progress reports and research dissemination
- Conduct literature reviewing, critical reading, analysis and synthesis of theories and concepts
- Contribute to the production of reports for a variety of audiences including journal papers
- Undertake other relevant tasks as requested to achieve outcomes.

Outcomes to be achieved:

The role will support the achievement of the following outcomes:

- Analysis of the progress of the Genio programme areas and the opportunities and challenges of implementation.
- Documentation of lessons shared in ways which contribute to our understanding of how best to inform complex, social service systems.
- Shared learning opportunities implemented across and within identified programmes.
- Insights delivered in a timely manner in ways which promote constructive dialogues.

Workload

It is envisaged this work will take place over a 12-month period 5 days per week.



Person Specification: Research Assistant

Qualifications:

Applicants should possess at least a Masters qualification preferably with relevance to one of the following areas: Social Sciences, Disability, Traveller, Migrant, Mental Health, Organisational Development, Action Research or a related field.

Experience:

Candidates should have a minimum of two years in a relevant or similar role.

Professional Competencies:

- Familiarity with qualitative research methods and data collection designs.
- Experience in the management and analysis of qualitative and quantitative data.
- Ability to manage, interrogate and use a variety of databases.
- Excellent written and oral communication skills.
- Awareness of key stakeholders involved in provision of health and social services in Ireland.

Attributes that will offer an advantage:

- Experience of using qualitative data analysis software and/or coding qualitative data.
- Experience of supporting the facilitation of change in social services using an action research method.
- Understanding of how the social sector works; who the key stakeholders are; and some understanding of social service policy and practice.

Competencies and qualities required for all Genio team members:

- Commitment to Genio's vision, mission and objectives.
- Excellent organisational skills, an ability to prioritise, work to deadlines and execute tasks with appropriate attention to detail.
- An ability to operate in rapidly changing environments and to tolerate ambiguity.
- Keen intelligence, judgement and capacity for analytical thought.
- Capacity to work on own initiative and to seek support as needed.
- Ability to communicate clearly and maintain a professional and friendly manner.
- Ability to write clearly and concisely with excellent spelling and grammar.
- Ability to develop and maintain relationships with key stakeholders.
- Ability to work collegially as a team member supporting others to achieve outcomes.
- Honesty and integrity.

Other requirements

- Role requires flexibility and involves travel and overnight stays.

Reporting relationship: Director of Action Research.

Salary scale: €31, 000 – 41, 000. The salary for this role will be in line with the Irish Universities Association Researcher Assistant Salary Scales <https://www.iua.ie/for-researchers/researcher-salary-scales-career-framework/> and will be commensurate with experience and qualifications.

Location: Negotiable with remote working option

For informal queries contact: Niamh.lally@genio.ie or +353 87 3544106

How to Apply: Candidates should complete the application form that can be found on the Genio Careers page - <https://www.genio.ie/about-us/careers>

Closing date: Friday 13th of September, 2024