

Research Officer (Maternity Cover) - Remote

The Alzheimer Society of Ireland works across the country in the heart of local communities providing dementia specific services and supports and advocates for the rights of people affected by dementia to quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organisation, The Alzheimer Society of Ireland advocates, empowers and champions the rights of people living with dementia and their communities to quality support and services.

We are seeking a **Research Officer** to join our Research Team. This is a **9 month Fixed-Term contract, working 35 hours per week**. The purpose of this contract is to cover the maternity leave of the permanent resource. The role will be based at our national office in Blackrock, Co Dublin but the work location can be flexible. This position reports to the Policy and Research Manager.

The successful candidate will be an integral part of The ASI Research Team and work across a range of projects to support internal and external research and some policy activities.

To be successful in this role you will be experienced in implementing and disseminating research, an excellent communicator, a creative thinker and a collaborative worker. An understanding of the dementia research landscape will be an advantage.

If you are interested in applying for this post, please submit a full and up-to-date CV and covering letter explaining why you feel you could undertake this role and send it to recruit@alzheimer.ie

A detailed job description is available on the Career Section of our website:
<https://alzheimer.ie/careers/>

Closing date for applications is **Friday 12th September**.

The Alzheimer Society of Ireland is an open and inclusive employer.

JOB DESCRIPTION & PERSON SPECIFICATION – RESEARCH OFFICER

JOB DESCRIPTION	
Job Title: Research Officer	Job Holder:
Job Location: National Office, Blackrock, Co Dublin, remote working possible	Reports to: Policy & Research Manager

Purpose of Position:

The Alzheimer Society of Ireland (ASI) works across the country in the heart of local communities providing dementia-specific services and advocating for the rights of people affected by dementia by providing quality supports and services.

Our vision is an Ireland where people affected by dementia are valued and supported.

A national non-profit organisation, The ASI is person-centred, rights-based and grassroots led with the voice of the person with dementia and their carer at its core.

We are seeking a **Research Officer** to join our Research Team. This is a permanent contract working 35 hours per week. The successful candidate will be an integral part of The ASI Research Team and have the opportunity to work across a range of projects and initiatives.

Main Duties and Responsibilities:

- Internal research and evaluation including research design, data collection, analysis and dissemination.
- Represent The ASI as an external collaborator on specific research projects.
- Contribute to the implementation of The ASI's Research Strategy.
- Keep abreast of new developments in dementia-related research and policy.
- Responding to research related enquiries from the public and research community.
- Support the communications team by providing regular website and social media content for internal and external audiences.
- Support preparation for public research events and research conferences
- Write reports, collate data and deliver presentations/webinars as needed
- Attend relevant training, events and conferences for one's own development in the field.
- Support teammates with events and campaigns as needed.

- Manage The ASI's participation in research funding schemes including the HRCI-HRB Joint Funding Scheme.

Report to the Research & Policy Manager

The above statements are intended to describe the general nature and level of work required from this position. They are not intended to be an exhaustive list of all responsibilities and activities required. The holder of this position is required to respond with a flexible approach when tasks arise which are not specifically covered in this job description. This role may change to meet the changing requirements of the organisation at any time, after discussion with the post holder.

PERSON SPECIFICATION:

Essential Qualifications:

- A minimum of a Master's Degree in a related area and two years of experience in a research setting **OR** a PhD in a related area.

Essential Skills:

- Demonstrated research skills including qualitative and quantitative research.
- Self-motivated with a high level of organisational ability, accuracy and attention to detail.
- Highly organised and capable of managing and delivering projects on time.
- Excellent interpersonal skills and an ability to build effective working relationships.
- Strong IT skills and proficient with Microsoft Office.
- Ability to work on own initiative and as part of a team.
- Ability to think creatively, problem-solve and work to a high standard.
- Demonstrated communication, presentation and writing skills and ability to explain and tailor complex information to non-scientific audiences.
- Good comprehension of data protection practices.
- Ability to interact with people with dementia and their families with respect, good humour and patience.

Desirable

- An understanding of the dementia research landscape.
- Proficiency with Qualtrics software

Other Requirements:

- Self-starter
- Team worker
- Willingness to travel, if possible and necessary.

KEY RELATIONSHIPS	
<u>Internal</u> <i>Reports to:</i> Policy & Research Manager <i>Liaises closely with:</i> Advocacy and Public Affairs Team, Operations Team, Dementia Advisers, Helpline Team, IT Team, Data Protection Officer.	<u>External</u> <ul style="list-style-type: none"> • The ASI clients and families • External Research Teams and clinicians • Dementia Research Network Ireland • HSE • Health Research Charities Ireland

CERTIFICATION

I certify that I have read and understand the responsibilities assigned to this position. Signed: [Insert Job holder' Job Title] <hr/> [Insert Job holder' name] <hr/> Date	I certify that this job description is an accurate description of the responsibilities assigned to the position. Signed: Research & Policy Manager <hr/> Laura O'Philbin <hr/> Date:
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