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JOB DESCRIPTION

Title:	Research Officer
Location:	Epilepsy Ireland Head Office, Crumlin, Dublin 12. Hybrid working policy in place.
Hours of Work:	28 – 35 hours per week. Occasional evening/ weekend work required.
Travel:	Occasional travel required.
Reporting to:	Advocacy & Communications Manager
Contract:	Initial 2-year fixed term contract with a six-month probation period.
Salary:	Commensurate with experience and agreed working hours.

About Epilepsy Ireland

Epilepsy Ireland (EI) was established in 1966 and is the national organisation supporting and representing people with epilepsy and their families. Our vision is to achieve a society where no person's life is limited by epilepsy. Our work encompasses:

- Support and education services for people with epilepsy and their families, delivered from head office in Dublin and nine regional offices
- Education and training for health professionals
- Raising awareness and improving public understanding of epilepsy
- Advocating on behalf of people with epilepsy
- Funding and supporting epilepsy research

See epilepsy.ie for more information on the organisation and our activities.

Role Summary

This is an exciting opportunity to shape and drive Epilepsy Ireland's research activities in a newly created role that reflects our strategic commitment to supporting and advancing epilepsy research in Ireland. As Research Officer, you will play a central role in coordinating our research funding calls, engaging with the epilepsy research community, and promoting meaningful Public & Patient Involvement (PPI).

Working closely with management, the board of directors, researchers, and people with epilepsy, you will help set research priorities, ensuring strong research governance oversee, evaluate the impact of our research investments, and communicate key findings to diverse audiences. You will also act as a key liaison between Epilepsy Ireland and the wider research ecosystem, fostering collaborations and ensuring that the patient voice remains at the heart of epilepsy research.

To excel in this role, you will need strong analytical and organisational skills, along with excellent communication and interpersonal abilities to engage effectively with a wide range of stakeholders,

from researchers and funding bodies to people with epilepsy and their families. A solid understanding of health research methodologies, funding processes, and policy landscapes will be crucial. Additionally, you should be proactive, detail-oriented, and passionate about ensuring that epilepsy research is patient-centred, impactful, and aligned with the needs of the community.

Duties

Research Governance

- Work with management and the Board of Directors to develop and implement an organisational research strategy.
- Work with management, the Board, service users, members and external stakeholders to identify and set research priorities for EI's investments that reflect the needs of people with epilepsy and their families.
- Coordinate and support EI's research governance structures including the Board's Research sub-committee and the research review panel. Attend meetings as required.
- Prepare reports and updates on EI's research activities for the Board and the annual report.

Grant Applications and Assessment Process

- Co-ordinate all aspects of EI's calls for research funding applications including through the HRB-HRCI Joint Funding Scheme and the Research Ireland Enterprise Partnership Scheme.
- Promote EI's funding calls within the research community.
- Prepare guidance documentation on calls and liaise with interested researchers and institutions regarding the application process.
- Manage EI's external peer-review process, including identification, vetting and communication with international experts.
- Coordinate EI's research review committee, organise its review meetings and all other steps in the internal decision-making process, ensuring that the highest standards of fairness and transparency are maintained.
- Liaise with the Health Research Board and Health Research Charities Ireland on all matters relating to the Joint Funding Scheme.

Grant Management

- Monitor progress of EI's research investments and assess annual and end-of-grant reports.
- Support funded researchers regarding any challenges that arise.
- Act as EI's Enterprise Mentor to researchers funded under the Enterprise Partnership Scheme, including the preparation of annual Mentor reports to Research Ireland.

Impact Evaluation

- Design and implement evidence-based methods to assess the impact of EI's research investments, using appropriate key performance indicators (KPIs).
- Work with colleagues in communications, advocacy and fundraising to communicate research impact, and support research-focused fundraising campaigns.
- Support and promote the dissemination and implementation of EI-funded research findings

Research Community Engagement

- Increase the profile of EI and promote the charity as an important funder of epilepsy research in Ireland.
- Act as a direct link between EI and the epilepsy research community, developing and maintaining collaborative working relationships with academic and clinical professionals, research funding agencies and others.
- Support research projects that EI is partnering or collaborating on.
- Seek opportunities for EI to participate in research grant applications as collaborators/ co-applicants.
- Represent EI at relevant events, networks and forums including Health Research Charities Ireland (HRCI) and the International Bureau for Epilepsy (IBE).
- Respond to general research enquiries received from the researchers, students, etc.

Public & Patient Involvement (PPI)

- Promote PPI in epilepsy research to EI's members and service users, and to the external research community.
- Ensure that the patient voice is heard in the design of research projects and the setting research priorities at research/ academic institutions.
- Support the research community with PPI initiatives, contributor recruitment and other queries/ inputs as needed. Facilitate connections between contributors and researchers.
- Establish, develop, train and manage an Epilepsy Ireland PPI panel of people with epilepsy, family members and carers to take part in current and future PPI activities.
- Represent EI in, and contribute to PPI forums including the PPI Ignite Network.

Research Communications & Advocacy:

- Highlight Epilepsy Ireland's research investments and communicate findings and the impact of our investments to stakeholders and the general public.
- Monitor national and international epilepsy research developments; communicate key news and developments in plain-English through our communications channels, including quarterly newsletter, website, e-zine, research bulletins, social media etc.
- Organise public information events to highlight/ showcase epilepsy research and new developments.
- Communicate research volunteering opportunities to our members, service users and people with epilepsy.
- Stay abreast of national and international epilepsy research and ensure that EI staff are kept up to date on important developments.
- Alongside the Advocacy & Communications Manager, undertake or support relevant research-related advocacy initiatives.
- Generate and/or gather evidence for organisational advocacy campaigns and policy submissions.

General Responsibilities:

- Demonstrate a commitment to the work of Epilepsy Ireland and carry out the work of the organisation in an efficient and effective manner.
- Uphold the reputation of the organisation and represent Epilepsy Ireland in a professional manner.

- Adhere to Epilepsy Ireland's operational policies and procedures.
- Participate in Epilepsy Ireland's performance management system and engage in regular supervision and appraisal.
- Participate in relevant training and development activities as agreed with your line manager.
- Be vigilant of Health, Safety and Welfare risks in the workplace and bring any concerns to the attention to the Health & Safety Officer.
- Carry out role-related administrative duties as required. Undertake such other duties as might be reasonably assigned by your line manager from time to time.

Qualifications & Experience

Essential:

- Master's degree (ideally a Master's with a research component) in relevant field e.g. medical/ clinical/ scientific/ health policy.
- Demonstrated previous experience working in a health research environment.
- Strong knowledge of the health research and research funding landscape in Ireland, including experience in applying for research funding or preparing funding reports.

Desirable:

Previous experience in some or all of the following:

- Research administration, support, or grant management.
- Working or volunteering in the non-profit sector.
- Project management, public engagement, or research communication.
- Research related to epilepsy or other neurological disorders.

Skills & Attributes

Essential

- Self-motivated, capable of working independently, and using own initiative.
- Strong administrative, organisational and problem-solving skills with the ability to prioritise goals and meet deadlines.
- Excellent communication skills including, written, verbal and presentation skills and the ability to make complex topics accessible to a non-scientific audience.
- Strong interpersonal skills, with the ability to engage with and influence a wide range of stakeholders.
- Strong analytical skills with a keen attention to detail.
- Demonstrable ability to work as part of a team and collaborate effectively with others.
- Awareness of a range of research methodologies, including basic & clinical research, as quantitative & qualitative approaches.
- Knowledge of research funding processes, including grant application management and peer review.
- Understanding of the challenges faced by people with epilepsy and their families, with a passion for representing their needs in research initiatives.
- Flexibility to travel and perform occasional evening and weekend work.

Desirable

- Familiarity with the tools and techniques used to assess the impact of research
- Understanding of the broader national and European health policy and regulatory landscape, including key issues affecting health research.
- Knowledge of and commitment to the principles of PPI, ideally with some practical experience of engaging patients and the public in health research.

Benefits

- Competitive salary
- Time in lieu policy
- Hybrid working policy
- Flexible working hours
- Defined Contribution Pension scheme – on completion of a successful 6-month probation.
- Employee Assistance Programme
- Bike to work scheme

Apply for this role:

Please send your Curriculum Vitae **plus** a detailed covering letter explaining why you wish to apply for the position, highlighting your relevant skills and experience, to Catherine Powell at recruitment@epilepsy.ie.

Please use the reference '**Research Officer**' in your email subject line when applying.

The closing date for receipt of applications is **5pm on May 1st, 2025.**

Shortlisting will apply and will be based on the information contained in the CV and covering letter. The first interview will reduce the initial short list and remaining candidates may be invited for a second interview. It is anticipated that first interviews will be held in mid-May, and second interviews, if applicable, will be held by the end of May.

The role will be subject to Garda vetting, verification of qualifications and reference checks.

All applicants should have current and valid permission to work and reside in the Republic of Ireland.

Canvassing will disqualify.

By applying for this position you are giving Epilepsy Ireland consent to have your personal data stored, which will be retained for the purpose of this recruitment process only.

EPILEPSY IRELAND IS AN EQUAL OPPORTUNITIES EMPLOYER

For the moment, we do not require the assistance of recruitment agencies.