4.28 Western Gateway Building, University College Cork, Ireland
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Promoting research and understanding into suicide and self-harm since 1994

Prof. Ella Arensman, Chief Scientist
Dr Paul Corcoran, Head of Research
Dr Margaret Kelleher, Medical Director
Dr Eve Griffin, Chief Executive Officer

Vacancy: Data Manager, National Self-Harm Registry Ireland (1.0 FTE)

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1. Summary of position

Applications are invited for the post of Data Manager, National Self-Harm Registry Ireland.

About the National Suicide Research Foundation

The National Suicide Research Foundation (NSRF) is a research organisation, founded in 1994, that produces research and evidence for policy development and intervention in the prevention of self-harm, suicide and related mental health and social problems. The NSRF has been designated as a World Health Organisation Collaborating Centre in Surveillance and Research in Suicide Prevention. The NSRF's vision is to support the reduction of suicide and self-harm in Ireland and globally, through impactful research, outlined in our current Strategic Plan – Leading Research, Shaping Change.

The NSRF works closely with the Health Service Executive's National Office for Suicide Prevention (HSE NOSP), providing the research evidence and data that underpin national suicide prevention strategies and initiatives. Through this partnership, the NSRF supports the development, monitoring, and evaluation of evidence-based policies and programmes aimed at reducing suicide and self-harm.

The NSRF employs approximately 50 staff and have an annual turnover of approximately €2.5m.

More information about the organisation can be found here: www.nsrf.ie.

About the National Self-Harm Registry Ireland

The National Self-Harm Registry Ireland (NSHRI) is a national system of population monitoring for the occurrence of hospital-treated self-harm and is funded by the Health Service Executive's National Office for Suicide Prevention (HSE NOSP). It is the world's first national registry of its kind, and has been recognised as a template for best practice by the World Health Organisation. More information about the Registry can be found here: https://www.nsrf.ie/registry/

About the position

This post provides an exciting opportunity to join the interdisciplinary team at the NSRF. The successful candidate will be responsible for liaising with Data Registration Officers to ensure the effective management of data processing activities, providing guidance and support to

meet the requirements and deadlines of the National Self-Harm Registry Ireland. The role also includes the preparation and delivery of data requests, analyses, reports and academic outputs. The successful candidate will have the opportunity to contribute to high-quality research from the Registry and will work collaboratively with other agencies, including the HSE NOSP, the Northern Ireland Public Health Agency and the World Health Organisation.

The successful candidate will report to Dr Grace Cully, Manager of the National Self-Harm Registry Ireland.

Management of data processing activities

- Provide guidance to Data Registration Officers on data collection requirements and deadlines.
- Co-ordinate the receipt of data returns in accordance with NSHRI deadlines.
- Perform cross-checking and quality assurance of all data.
- Provide guidance to Data Registration Officers for I.T. requirements / issues.
- Schedule and prepare for meetings of the Data Registration Officers.
- Day-to-day line manager duties including annual leave requests and sick leave notification.

Reporting, data analysis and research activities

- Create, maintain and update Excel and SPSS files and conduct analyses to inform hospital, local, regional and national reports.
- Contribute to the preparation of annual and interim reports of the Registry and for the Northern Ireland Self-Harm Registry, and dissemination of findings to relevant stakeholders and services.
- Fulfil or assist with data and information requests from stakeholders as required.
- Prepare evidence briefs for the HSE NOSP and associated stakeholders and agencies.
- Contribute to best practice guidelines and procedures for managing data for the Registry.
- Take a lead on, and collaborate with other members of staff, to produce peer-reviewed publications and reports.
- Prepare and deliver presentations at meetings and/or conferences.

Other

Carry out additional duties as may reasonably be required within the general scope and level of the post.

2. Criteria for position

Essential skills:

- A PhD qualification in a relevant discipline (e.g. biostatistics, statistics, data science, epidemiology, health informatics, or a related quantitative discipline).
- Expertise in analysing large health or clinical databases, including multisite data.
- Demonstrated proficiency in statistical analyses and using tools and software such as SPSS, Stata, R, or equivalent.
- Strong organisational skills.
- Capacity to work on one's own initiative and to multi-task.
- Demonstrated experience of writing reports or academic outputs.
- Excellent interpersonal and communication skills, including experience of communicating research findings to diverse audiences.

Desirable criteria

- Experience of project management, reporting on project deliverables or supporting a team in working to deadlines.
- Experience working in a health or mental health related professional setting.
- A publication record, including peer-reviewed publications.
- Working knowledge of the Irish healthcare system.

3. Details of post, duration and salary

The appointment will initially be for one year, full-time, with the prosect of prolongation of the term of employment, following review. The salary for this position will be in accordance HSE Grade V salary scale (01/08/2025 - €51,718 €53,265 €54,843 €56,456 58,078 €59,969 €61,866).

This is a full-time (37.5 hours per week) position.

The location of the position will be the NSRF offices, 4.28 Western Gateway Building, University College Cork.

In line with the NSRF's Blended Working Policy, occasional working from home will be permitted.

The annual leave entitlement is 25 days plus public holidays. The NSRF office closes for two weeks at Christmas.

This role involves travel to meetings within Ireland and internationally, occasionally as needed.

The NSRF promotes the wellbeing and professional development of all staff members. As part of this role, the successful candidate will have access to the NSRF's Employee Assistance Programme.

4. Application Process

For informal enquiries on the post, candidates should contact:

Name & Title: Dr Grace Cully, Manager, National Self-Harm Registry Ireland
E-mail: grace.cully@ucc.ie

To Apply:

Applicants are requested to send a cover letter detailing relevant experience, skills and motivation for applying together with their curriculum vitae, including the names of two referees to Ms Eileen Hegarty (eileen.hegarty@ucc.ie).

Closing date for applications is 4th November, 2026, at 5pm

It is expected that interviews will take place on the week commencing 16th November, 2026

Shortlisting will apply and shortlisted candidates will be notified by e-mail of interview date and time as applicable.

The National Suicide Research Foundation is an equal opportunities employer.

Directors: M Kelleher J McCarthy B McGale M O'Callaghan J O'Brien K Galway D Flynn E Kelleher B Wheelan C Cooper
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