

Title of Post: Research Officer

Grade: 3

Reports to: Head of Research, Publications and Corporate Relations

Principal Duties and Responsibilities

1. To undertake research and produce research papers and articles on the experimental governance research programme.
2. To act as programme coordinator, responsible for ensuring that the team of researchers undertake the research to a high standard and deliver outputs on time and in accordance with the schedule set out by the EPA/IPA Steering Committee.
3. To ensure effective dissemination/networking activities, communicating research findings to policy makers, the research community and the public.
4. To organise and attend meetings of the Steering Committee, and ensure that any recommendations made by it are addressed.
5. To keep up to date with the latest professional developments and current trends in public service management relevant to their area(s) of specialist knowledge, and contribute effectively to the overall work of the research team.
6. To manage associate and other staff assigned to the programme.
7. Ensure compliance with financial reporting guidelines as appropriate.
8. To represent the research team internally and externally as required.
9. To contribute to the educational, publications, training and other activities of the Institute as required.
10. To undertake such other duties as may be assigned from time to time.

Person specification

- A Masters Degree in Public Administration, Economics, Political Science, Environmental Studies or other relevant discipline with first class honours or high second class honours.
- Either three years relevant postgraduate research experience or three years employment in a public service body using research, analytical, statistical and evaluative skills and techniques.

- A good working knowledge of governance, local government and central government management practice in Ireland and internationally, with a particular interest in water governance.
- Good analytical and problem-solving skills, including the ability to assess and evaluate concepts/theories in order to develop original solutions and particular knowledge of, and expertise in, research methodologies.
- Good report-writing skills, with a track record of publications.
- Ability to communicate effectively with specialists and non-specialists alike.
- Self-motivated and able to manage own workload.
- Ability to work under pressure, to prioritise tasks effectively and deliver to tight deadlines.
- Commitment to public management and the work of the Institute.
- Experience of using Microsoft Office or other relevant software packages.
- Ability to work effectively as part of a team.

General Conditions

Nature of employment: Fixed Term Two year contract funded by an EPA/IPA contract.