



Job Description

College	UCD College of Health and Agricultural Sciences
School	UCD School of Nursing, Midwifery and Health Systems
Post Title	Research Assistant
Project	Development of a workplace-based programme to promote health and self-care behaviours among working family carers
Post Duration	17 months (full-time; 39 hours per week)
Reports to	Dr Attracta Lafferty, Principal Investigator (or nominee)
HR Reference No.	013121
HR Administrator	Rachel Kelly

Position Summary

Applications are invited for the post of Research Assistant (RA) to work on a major four-year research project funded by the Health Research Board (HRB), to support family carers who balance work with the care of a family member living at home. Led by a team of researchers at UCD, in partnership with Family Carers Ireland, the project aims to promote health and self-care behaviours among working family carers through the development of a workplace-based 'CAREWELL' programme (www.carewellproject.com), and determine the feasibility of the programme for use with family carers in public and private work settings. The project also aims to examine strategies that enable family carers to combine caregiving responsibilities with work.

The RA will provide support to the Principal Investigator (PI) and team members throughout all stages of the research project. The successful candidate will provide assistance with literature reviews, policy analysis, and will support fieldwork, which will include focus groups, interviews, and web-based surveys with employers/managers and working family carers. The RA will also assist with data analysis, dissemination and outreach activities, and with the design, development and evaluation of the CAREWELL programme. The CAREWELL programme aims to support employees with caregiving responsibilities to engage in health promotion and self-care behaviours.

The RA will work under the direction of Dr Attracta Lafferty, PI, and will support the research team on all research activities associated with the project. The post will be offered for a period of 17 months on a fixed term, full-time contract. While the current COVID-19 pandemic public health guidelines may require the successful candidate to work remotely initially, the candidate will then be based at the UCD School of Nursing, Midwifery and Health Systems.

Equality, Diversity and Inclusion

UCD is committed to creating an inclusive environment where diversity is celebrated, and everyone is afforded equality of opportunity. To that end the university adheres to a range of equality, diversity and inclusion policies. We encourage applicants to consult those policies here <https://www.ucd.ie/equality/>. We welcome applications from everyone, including those who identify with any of the protected characteristics that are set out in our Equality, Diversity and Inclusion policy.

Salary: €26,609 - €32,596 per annum

Appointment on the above range will be dependent on qualifications and experience.

Principal Duties and Responsibilities

Under the direction of the Principal Investigator and the research team, the Research Assistant will:

- Undertake literature searches and reviews in the field of family care and employment.

- Support all elements of fieldwork associated with the project including interviews, focus groups and web-based surveys.
- Assist with the design and development of a programme aimed at promoting self-care behaviours among working family carers.
- Support the PI in ensuring that all project data is kept confidential and stored securely in compliance with GDPR legislation.
- Engage with data management including data retrieval, data entry and data analysis.
- Support the PI with project management activities, including organising team meetings, and planning carer consultation groups, workshops, etc.
- Engage with team members, graduate student and other research assistant as part of a project team and with external stakeholders and collaborators.
- Liaise with family carers and employers and contribute towards the development of an intervention aimed at supporting carers who balance work with the care of a family member.
- Maintain accurate records and conduct administrative work associated with the project.
- Assist with report-writing, progress reports and project management.
- Support project dissemination and outreach activities.
- Support and engage with the preparation of manuscripts for publication.
- Undertake any other such duties as may be assigned by the PI or nominee.

Selection Criteria

Selection criteria outline the qualifications, skills, knowledge and/or experience that the successful candidate would need to demonstrate for successful discharge of the responsibilities of the post. Applications will be assessed on the basis of how well candidates satisfy these criteria.

Mandatory

- Master's degree
- Experience in conducting literature searches and reviews.
- Experience of primary data collection methods, e.g. interviews, focus groups, surveys, etc.
- Good IT skills and experience of using data management software e.g. Covidence, Endnote, SPSS, Nvivo, Qualtrics, etc.
- Excellent communication skills (written, oral, and presentation).
- Excellent organisational and administrative skills, including project management skills and a proven ability to work to deadlines.
- Self-motivation and the ability to work on one's own initiative and as part of a team.

Desirable

- A Masters by research degree or a degree in health, social sciences or relevant business-related field.
- Previous experience working as a research assistant.
- Experience in the field of family caregiving & an understanding of issues faced by family carers.
- Experience of engaging with stakeholders at all levels.
- Experience in the use and application of social media in research dissemination and outreach.
- Evidence of report writing and/or a record of having contributed to publication(s) in a peer-reviewed journal.

Further Information for Candidates:

Equality, Diversity and Inclusion:

EDI in UCD

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UCD has received its second **Athena SWAN Bronze institutional award** in recognition of the University's work towards gender equality.

University College Dublin is proud of its designation as an **Age-Friendly University** as part of the AFU Global Network. The principles of an Age-Friendly University are: To encourage the participation of older adults in all the core activities of the university, including educational and research programmes.

UCD was awarded **University of Sanctuary** status in 2018, (UoSI) is an Irish initiative to encourage and celebrate the good practice of universities, colleges and other education institutes welcoming refugees, asylum seekers and other migrants into their university communities and fostering a culture of welcome and inclusion for all those seeking sanctuary.

Supplementary information

The University:	http://www.ucd.ie/aboutucd.htm
The College of Health Sciences:	http://www.ucd.ie/chas/
The School of Nursing, Midwifery and Health Systems:	http://www.ucd.ie/nmhs/

Garda Vetting required:

- NO
- YES – Garda Vetting will be conducted for the recommended candidate(s) as part of the selection process for the post in accordance with the [UCD Garda Vetting Policy](#)

Relocation Expenses

- Will not apply
- Will be applied in accordance with the UCD policy <http://www.ucd.ie/hr/policies/#d.en.31150>

Informal Enquiries ONLY to:

Name:	Dr Attracta Lafferty
Title:	Principal Investigator, CAREWELL project
Email address:	Attracta.lafferty@ucd.ie
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Eligibility to compete and certain restrictions on eligibility

Incentivised Scheme for Early Retirement (ISER):	It is a condition of the Incentivised Scheme for Early Retirement (ISER) as set out in Department of Finance Circular 12/09 that retirees, under that Scheme, are debarred from applying for another position in the same employment or the same sector. Therefore, such retirees may not apply for this position
Department of Health and Children Circular (7/2010):	The Department of Health Circular 7/2010 dated 1 November 2010 introduced a Targeted Voluntary Early Retirement (VER) Scheme and Voluntary Redundancy Schemes (VRS). It is a condition of the VER scheme that persons availing of the scheme will not be eligible for re-employment in the public health sector or in the wider public service or in a body wholly or mainly funded from public moneys. The same prohibition on re-employment applies under the VRS, except that the prohibition is for a period of 7 years, after which time any re-employment will require the approval of the Minister for Public Expenditure and Reform. People who availed of either of these schemes are not eligible to complete in this competition.
Collective Agreement - Redundancy Payments to Public Servants:	The Department of Public Expenditure and Reform letter dated 28th June 2012 to Personnel Officers introduced, with effect from 1st June 2012, a Collective Agreement which had been reached between the Department of Public Expenditure and Reform and the Public Services Committee of the ICTU in relation to ex-gratia Redundancy Payments to Public Servants. It is a condition of the Collective Agreement that persons availing of the agreement will not be eligible for re-employment in the public service by any public service body (as defined by the Financial Emergency Measures in the Public Interest Acts 2009 – 2011) for a period of 2 years from termination of the employment. Thereafter the consent of the Minister for Public Expenditure and Reform will be required prior to re-employment. People who availed of this scheme and who may be successful in this competition will have to prove their eligibility (expiry of period of non-eligibility) and the Minister's consent will have to be secured prior to employment by any public service body.
Declaration:	Applicants will be required to a Pre-Employment Declaration to confirm whether they have previously availed of a public service scheme of incentivised early retirement and/or the collective agreement outlined above. The above represents the main schemes and agreements restricting a candidate's right to be re-employed in the public service. However it is not intended to be an exhaustive list and candidates should declare details of any other exit mechanism they have availed of which restricts their right to be re-employed in the public service. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Public Service employment and/or where

	they have received a payment-in-lieu in respect of service in any Public Service employment.
Superannuation and Retirement:	<p>The successful candidate will be offered the appropriate superannuation terms and conditions as prevailing in the University, at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment (see paragraph d below), this means being offered appointment based on membership of the Single Public Service Pension Scheme (“Single Scheme”).</p> <p>Key provisions attaching to membership of the Single Scheme are as follows:</p>
<p>a. Pensionable Age - The minimum age at which pension is payable is 66 (rising to 67 and 68) in line with State Pension age changes.</p> <p>b. Retirement Age - Scheme members must retire at the age of 70.</p> <p>c. Pension Abatement:</p> <ul style="list-style-type: none"> • If the appointee was previously employed in the Civil Service or in the Public Service please note that the Public Service Pensions (Single Scheme and Other Provisions) Act 2012 includes a provision which extends abatement of pension for all Civil and Public Servants who are re-employed where a Public Service pension is in payment. This provision to apply abatement across the wider public service came into effect on 1 November 2012. This may have pension implications for any person appointed to this position who is currently in receipt of a Civil or Public Service pension or has a preserved Civil or Public Service pension which will come into payment during his/her employment in this position. • Department of Education and Skills Early Retirement Scheme for Teachers Circular 102/2007 The Department of Education and Skills introduced an Early Retirement Scheme for Teachers. It is a condition of the Early Retirement Scheme that with the exception of the situations set out in paragraphs 10.2 and 10.3 of the relevant circular documentation, and with those exceptions only, if a teacher accepts early retirement under Strands 1, 2 or 3 of this scheme and is subsequently employed in any capacity in any area of the public sector, payment of pension to that person under the scheme will immediately cease. Pension payments will, however, be resumed on the ceasing of such employment or on the person’s 60th birthday, whichever is the later, but on resumption, the pension will be based on the person’s actual reckonable service as a teacher (i.e. the added years previously granted will not be taken into account in the calculation of the pension payment). • Ill-Health-Retirement Please note that where an individual has retired from a Civil/Public Service body on the grounds of ill-health his/her pension from that employment may be subject to review in accordance with the rules of ill-health retirement within the pension scheme of that employment. <p>d. Prior Public Servant - While the default pension terms, as set out in the preceding paragraphs, consist of Single Scheme membership, this may not apply to certain appointees. Full details of the conditions governing whether or not a public servant is a Single Scheme member are given in the Public Service Pensions (Single Scheme and other Provisions) Act 2012. However the key exception case (in the context of this competition and generally) is that a successful candidate who has worked in a pensionable (non-single scheme terms) capacity in the public service within 26 weeks of taking up appointment, would in general not become a member of the Single Scheme. In this case such a candidate would instead be offered membership of the UCD Pension Scheme. This would mean that the abatement provisions at (c) above would apply, and in addition there are implications in respect of pension accrual as outlined below:</p> <p>e. Pension Accrual - A 40-year limit on total service that can be counted towards pension where a person has been a member of more than one existing public service pension scheme would apply. This</p>	

40-year limit, which is provided for in the Public Service Pensions (Single Scheme and other Provisions) Act 2012 came into effect on 28 July 2012. This may have implications for any appointee who has acquired pension rights in a previous public service employment.

f. Pension-Related Deduction - This appointment is subject to the pension-related deduction in accordance with the Financial Emergency Measure in the Public Interest Act 2009.

For further information in relation to the Single Public Service Pension Scheme for Public Servants please see the following website: <http://www.per.gov.ie/pensions>.