

Research Executive

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Company: Morgan McKinley

Location: Dublin

Category: other-general

Job Description

The Medical Council is seeking to employ a Research Executive, at Executive Officer Grade (EO) on a full time permanent basis..

The Medical Council is seeking to employ a Research Executive, at Executive Officer (EO) Grade, on a permanent basis to support the Council in executing its legislative responsibilities defined in the Medical Practitioners Act 2007.

The role reports to the Head of Research on all matters pertaining to the duties and supports cross directorate projects usually led by the Head of Research. The post will also provide support to the Director of Professional Competence, Research, Ethics and Facilities when required.

This role presents an opportunity for the successful applicant to gain research experience in a regulatory healthcare environment. It offers experience of analysis of large datasets, preparation of complex reports and engagement in new and innovative projects such as developing the Medical Council's data and research strategies. The successful applicant will be supported to actively engage in these innovative and exciting projects.

Key responsibilities will include:

Utilising quantitative research skills and tools to support the research function of the Medical Council.

Supporting the Research team in drafting high quality, accurate reports, committee, and Council papers to agreed timescales.

Timely and accurate data analysis and research to support strategic organisational projects.

Arrange, schedule and support meetings including attendance, note-taking, drafting of minutes and other admin work.

Supporting the Head of Research and Research Manager in delivering on key performance indicators and targets outlined in the research and data strategies.

Any other duties as may be assigned from time to time.

Essential Criteria:

A relevant third level qualification (Level 8 NQF) in health, science, psychology or related field.

Proven experience performing qualitative and quantitative analysis (e.g., SPSS, Stata, Python etc.)

Excellent writing skills.

Desirable Criteria

Satisfactory administrative experience, including writing minutes and contributing to the production of reports.

?Essential Characteristics:

Good analytical and problem-solving skills, with strong attention to detail.

Self-starter with strong motivation and enthusiasm.

Details of this Appointment:

Position Type: This appointment will be offered on a full-time permanent basis. A 6-Month probationary period applies to this appointment.

Salary: Starting salary will be at €33,812, which is the first point of the Executive Officer PayScale.

If you are currently a serving civil or public servant, your entry point to the PayScale may be higher based on your current salary.

There will be salary increment each year in line with the Executive Officer Grade PayScale and subject to satisfactory performance, until the maximum point on the scale has been reached. The rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy.

Executive Officer PayScale

€33,812 (starting) - €35,714 - €36,788 - €38,884 - €40,763 - €42,580 - €44,391 -

€46,164 - €47,955

€49,696 - €51,492 - €52,692

€54,4031 (LS1 After 3 years satisfactory service at the maximum)

€56,1272 (LS2 After 6 years satisfactory service at the maximum)

Annual Leave: 23 working days plus public holidays

Hours : 35 hours per week, Mon-Fri.

Location Medical Council's offices are located at Kingram House, Kingram Place, Dublin 2. We operate a hybrid working model with both remote working and requirement for on-site attendance one day per week.

Pension : The Medical Council offers a pension through the Public Sector Scheme. Contributions to the scheme will commence on joining the organisation. Candidates currently working in the Public or Civil Service may transfer their pension.

Benefits:

Dedicated Wellbeing Group and Wellbeing Initiatives, Employee Assistance Programme, Digital Gym and Wellbeing App, Training and Development, Financial Support for Further Education, Public Service Sick Leave Scheme, TaxSaver Travel Tickets, Bike to Work Scheme, Subsidised Flu Jabs, Paid Exam Leave & Study Leave, Income Continuance Scheme, Team Building and Away Days, Civil Service Credit Union, Annual Salary Increment.

Apply by: 18th April 2023

Expected Interview Date: Week of the 24th April 2023

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