



## Research Assistant – PPI Ignite Network

### College of Medicine, Nursing and Health Sciences

#### Ref. No. University of Galway 296-22

Applications are invited from suitably qualified candidates for a full-time, fixed term position as a Research Assistant with the PPI Ignite Network at the National University of Ireland, Galway.

The PPI Ignite Network is funded by the Health Research Board and the Irish Research Council, with co-funding from University of Galway, and the position is available from January 2023 to contract end date of 28 Feb 2026.

The PPI Ignite Network promotes excellence and inspires innovation in public and patient involvement (PPI) in health and social care research in Ireland. The Network aims to provide a shared voice for PPI across Ireland, aiming to change the research culture, an important contributor to improving health outcomes for the public.

The Network is based at seven Universities in Ireland, led from University of Galway by Professor Sean Dinneen, with ten national partners and fifty three local partners. More information on the Network is available on [www.ppinetwork.ie](http://www.ppinetwork.ie).

#### **Job Description:**

The successful candidate will work with both the Network's National Office and the University of Galway programme office, working under the direction of the two programme managers. The post holder will be part of the PPI Ignite Network research programme, working with researchers, community and patient organisations, and with members of the public, across the University and nationally. The post holder will be based in the Institute for Lifecourse and Society (ILAS) at University of Galway.

Public and patient involvement (PPI) in research means research carried out 'with' or 'by' members of the public rather than 'to', 'about' or 'for' them. One of the aims of the PPI Ignite Network at University of Galway is to refine existing and develop new PPI research methodologies, with a particular focus on working with the public. There is also a very strong focus on developing and delivering PPI training to both researchers and the public. The post holder will play an important role in both of these areas of work.

#### **Duties:**

#### **Research**

- Actively participate as a team member in developing and measuring outcomes and processes to evaluate the impact of the PPI Ignite Network and write procedural guidance for collection of evaluation data
- Provide assistance in conducting other research activities, including planning, organizing, conducting, and communicating studies within the overall scope of the PPI Ignite Network programme
- Coordinate the development or adaptation of templates, forms and questionnaires to support PPI research methods



- Conduct literature and database searches and interpret and present the findings of the literature searches as appropriate
- Present information on research progress and outcomes to others responsible for the research project
- Assist with supporting summer students working on PPI-focused research
- Support the preparation of applications for research funding as appropriate

#### **Research administration and management**

- Support the day-to-day management of the PPI Ignite Network programme, under the direction of the National Programme Manager and the University of Galway Programme Manager
- Provide administrative and logistical support to research, education, training and dissemination events and all other programme activities
- Keep appropriate records, particularly procurement and financial records, as directed and in line with funder and University policies
- Maintain and update web sites
- Take responsibility for maintaining and extending the existing strong social media presence of the PPI Ignite Network research programme
- Expand the creation and use of video-based resources to share information about PPI in research
- Perform other related duties required to support to PPI Ignite Network programme.
- Where appropriate, provide PPI advice to research students, postdoctoral researchers and members of the public
- Where appropriate, contribute to the delivery of PPI training

#### **Qualifications/Skills required:**

##### **Essential Requirements:**

- Master's degree or equivalent experience in a health or social care area
- Demonstrable evidence of excellent organisational and administrative skills
- Strong IT skills, including use of social media and web site maintenance
- Knowledge of, and experience of, public and patient involvement
- Knowledge of, and experience, of research

##### **Desirable Requirements:**

- Experience in administrative and financial aspects of research studies
- Excellent written and oral communication skills and excellent interpersonal skills
- Clear evidence of ability to multi-task and prioritise activities
- Experience in working with community groups, voluntary organisations and the public
- Be highly motivated and self-driven

#### **Employment permit restrictions apply for this category of post**

**Salary:** Point 1 €27,380 to Point 10 €34,190 per annum pro rata for shorter and/or part-time contracts (public sector pay policy rules pertaining to new entrants will apply).

**Start date:** Position is available from January 2023.



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**Continuing Professional Development/Training:**

The University of Galway provides continuing professional development supports for all researchers seeking to build their own career pathways either within or beyond academia. Researchers are encouraged to engage with our Researcher Development Centre (RDC) upon commencing employment – see [www.universityofgalway.ie/rdc](http://www.universityofgalway.ie/rdc) for further information.'

Further information on research and working at University of Galway is available on [Research at University of Galway](#)

For information on moving to Ireland please see [www.euraxess.ie](http://www.euraxess.ie)

Further information about the PPI Ignite Network is available at [www.ppinetwork.ie](http://www.ppinetwork.ie) and about the Network at University of Galway at [www.universityofgalway.ie/ppi](http://www.universityofgalway.ie/ppi). Informal enquiries concerning the post may be made to Edel Murphy ([edel.murphy@universityofgalway.ie](mailto:edel.murphy@universityofgalway.ie)) or Martha Killilea ([martha.killilea@universityofgalway.ie](mailto:martha.killilea@universityofgalway.ie) )

**To Apply:**

Applications to include a covering letter, CV, and the contact details of three referees should be sent, via e-mail (in word or PDF only) to [martha.killilea@universityofgalway.ie](mailto:martha.killilea@universityofgalway.ie)

Please put reference number **University of Galway 296-22** in subject line of e-mail application.

**Closing date for receipt of applications is 5pm on 9<sup>th</sup> December 2022**

**Interviews will be held in person at University of Galway on Wednesday 14<sup>th</sup> December 2022**

We reserve the right to re-advertise or extend the closing date for this post.

The University of Galway is an equal opportunities employer.

All positions are recruited in line with Open, Transparent, Merit (OTM) and Competency based recruitment

