

Job Description & Person Specification

Palliative Care Research Network Project Manager

Job Title: Project Manager (0.5WTE – Specified Purpose Contract)

Accountable to: Head of Institute of All Ireland Institute of Hospice and Palliative Care

Reporting to: Programme Manager

Role and Function: Palliative Care Research Network Project Manager

The Project Manager role within AllHPC is to support the Programme Manager with a lead for research in achieving the strategic aims and objectives of AllHPC, working within a multidisciplinary environment across the two jurisdictions (Ireland and Northern Ireland). A key priority for the individual appointed will be to assist with the administration, operation and project management of the Palliative Care Research Network (PCRN), the Early Career Researcher Forum (ECRF) and associated research capacity building activities.

Reporting to the Programme Manager, the post-holder will focus primarily on managing research-related initiatives and activities associated with the PCRN and the ECRF. The Project Manager will work collaboratively as part of AllHPC's team. The work of the Project Manager will also be supported by the PCRN's Strategic Scientific Committee and the Principal Investigators within the PCRN.

Main tasks

- Support the implementation of activities associated with the PCRN and ECRF (with the support of the Programme Manager and Head of Institute)
- Network with clinical, early/mid-stage career and senior researchers, appropriate care organisations, academic institutions, and research institutes, statutory and voluntary agencies
- Liaise with service users/ carers in relation to research
- Participate in events on behalf of the Institute (e.g. conferences, workshops, etc)
- Focus on operational issues and implementation of AllHPC activities
- Support the promotion of the PCRN and other research-related activities using social media
- Take guidance from the Programme Manager and Head of Institute, and PCRN Strategic Scientific Committee on implementation issues in their work programme

Specific tasks

Project Management

- Collect, coordinate and present information on the PCRN for inclusion in interim progress and financial reports to the Health Research Board (and future funders)
- Monitor and report on key performance indicators associated with the PCRN and ECRF
- Coordinate and disseminate annual reports for the PCRN
- Provide status updates on research capacity building activities and events including Clinical Research Fellowships and Research Bursaries.
- Provide status reports on research projects and activities and highlight issues as appropriate
- Support the development, promotion and monitoring of PCRN's and ECRF's online presence via social media (The Palliative Hub, blogs, Facebook, Twitter, etc)

Communication, networking and event organising

- Support the planning and coordinating of the PCRN Annual Symposiums, ECRF seminars and other research-related events
- Maintain regular contact with the PCRN and ECRF members and wider research community via The Palliative Hub, social media, email alerts, notifications, etc
- Support service users and carers participation in research-related activities and events
- Contribute to monthly research updates for AIHPC's newsletter and ECRF blog

Other administrative tasks

- Identify relevant international and national grant and funding opportunities and support development of applications as directed
- Provide administrative support to the PCRN Strategic Scientific Committee and the ECRF Executive Committee
- Keep abreast of developments within palliative care research and research networks on the island of Ireland and internationally and identify good practice
- Take and type up minutes for research-related meetings

To provide such other duties appropriate to the post as may be assigned from time to time by the Programme Manager and Head of Institute.

FACTORS	ESSENTIAL	DESIRABLE (may be used for shortlisting)
Experience	<ol style="list-style-type: none"> 1. Proven ability to demonstrate strong research, analytical and writing skills, including accessing information quickly and strategically 2. Experience of promoting research activities/ events/ initiatives using social media 3. Ability to demonstrate project management skills and a track record of delivering on objectives 4. Good attention to detail and strong organisational skills including experience of event and workshop organisation 5. Experience of managing a complex work load and working to tight deadlines 6. Experience of working in partnership with multiple agencies including academic institutions, clinical settings and others 7. Experience of developing funding applications 	<ul style="list-style-type: none"> • At least three years' experience in a research or project manager role • Experience of patient and public involvement in research • Knowledge and understanding of palliative and end life care on the island of Ireland • Knowledge of the health systems in Ireland and Northern Ireland
Qualifications	<ol style="list-style-type: none"> 8. Degree level qualification in one of the following: health, business, public policy, public administration, social science or education disciplines 	<ul style="list-style-type: none"> • Research based Masters level qualification in related area (health and/or social sciences) • Hold a higher research degree. i.e. PhD/DPhil or equivalent
Core competencies	<ul style="list-style-type: none"> • Excellent research, analytical and critical evaluation skills • Excellent oral and written communications skills, with the ability and confidence to engage with project partners and stakeholders, particularly researchers, clearly and professionally • Excellent interpersonal and networking skills • Good office ICT skills • Ability to work well within a small dynamic team 	

Transport	<ul style="list-style-type: none"> • Hold a current full driving license and have access to a form of transport to allow them to undertake the functions of the post 	
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CONDITIONS OF APPOINTMENT:

WORKING BASE: This post is based in Dublin at the AIHPC Office, Education and Research Centre, Our Lady’s Hospice, Harold’s Cross but consideration will be given flexible working arrangements. The post-holder will be required to travel frequently within Ireland and Northern Ireland and occasionally outside the island of Ireland as required.

SALARY €45,000 – 48,000 per annum based on full time – role is 0.5 WTE
 The post holder is required to pay to the Institute any fees or other monies (other than inclusive salary) payable to or received by the post holder by virtue of the appointment or in respect of services, which the post holder is required by or under any enactment to perform.

HOLIDAYS: **13 days** per annum

HEALTH: A candidate for and any person holding the office must be free from any defect or disease which would render him/her unsuitable to hold the office and be in a state of health as would indicate a reasonable prospect of ability to attend regular and efficient service.

CONTRACTUAL HOURS **17.5** hours per week. The details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours.

The post will be filled on a 0.5 specified purpose contact basis for 10 months.

Superannuation:
 The Institute will make a 7% contribution towards a pension scheme

Probation:
 The person shall be on probation for a period of six months or such longer period as may be determined by the Board of the Institute from time to time and shall cease to hold office at the end of the period of probation unless during such period the Director certifies that the service in the office has been satisfactory.

Resignation:

The post holder must give not less than one month's notice, in writing, of intention to resign from the post.

Expenses:

All expenses incurred related to travel and other work related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

Other terms and conditions will be in line with the policies of the Institute.

APPENDIX 1

Palliative Care Research Network - Background

All Ireland Institute of Hospice & Palliative Care (AIHPC)

All Ireland Institute of Hospice & Palliative Care (AIHPC) is a leading organisation with national and international influence driving excellence in palliative care.

AIHPC is a collaborative of hospices, health and social care organisations and universities on the island of Ireland. AIHPC advances education, research and practice to improve the palliative care experience of people with life limiting conditions and their families. As the palliative care sector's institute, AIHPC is:

- involving service users, carers and communities in palliative care delivery and development
- working to integrate palliative care across the health system so people are supported as early as possible,
- supporting the development of specialist palliative care services for everyone who needs them.

One of AIHPC's key achievements is the establishment of the Palliative Care Research Network and it is envisaged that the PCRN might expand its research remit across the three strategic work programmes outlined above.

Palliative Care Research Network

AIHPC Palliative Care Research Network (PCRN) was established in 2012 to address the need for more collaborative palliative care research on the island of Ireland. The PCRN brings together leading researchers in palliative and end of life care so they can share knowledge, collaborate and produce evidence based research to change practice through education and inform policy.

PCRN members are leading researchers from our partner organisations on the island of Ireland who focus on palliative care research and include people from many of the major research institutions across the island of Ireland including UCD, TCD, DCU, RCSI, UCC, NUIG, UU and QUB. Current members represent a number of disciplines associated with palliative care including medicine, nursing, psychology, occupational therapy, health economics, pharmacy and law. Our members also provide mentoring and support to the Early Career Researcher Forum (ECRF).

Each year we hold a PCRN Annual Symposium that allows members opportunities to learn from global experts, share knowledge and network. In October 2017 we held our sixth Annual Symposium that focussed on collaborative, strategic and interdisciplinary palliative care research. In 2017 we launched the PCRN strategic plan that sets out the main objectives of the PCRN and implementation actions required over five years (2017-2022). This strategic plan sets out a direction for the PCRN network, building and strengthening our research community and ensuring that research impacts at the local, national and international levels. The PCRN Strategic Plan (2017-2022) provides a framework for all those seeking to undertake palliative care research, from early career researchers

to those leading and shaping international projects. Through this strategy the PCRN demonstrates its commitment to work collaboratively to strengthen palliative research, education, policy and practice on the island of Ireland and further afield. The plan has identified five strategic activity areas and actions that will be implemented over the 5 years to improve Quality of Life (QoL) for people with life limiting conditions through research that changes practice and informs policy.