

## **Job Description & Person Specification**

### **Research Support and Knowledge Translation Lead**

**Job Title:** Research Support and Knowledge Translation Lead (1 WTE Fixed Term)

**Accountable to:** CEO of All Ireland Institute of Hospice and Palliative Care

**Reporting to:** Programme Manager – Research

This position is funded by the HRB in Republic of Ireland and Health and Social Care R&D Division, Public Health Agency in Northern Ireland.

#### **Role and Function of the Research Support and Knowledge Translation Lead**

The Research Support and Knowledge Translation Lead role within AIIHPC is to support the Research Programme Manager in achieving the strategic aims and objectives of AIIHPC's Palliative Care Research Network (PCRN), working within a multidisciplinary environment across the two jurisdictions (Republic of Ireland and Northern Ireland). The Research Support and Knowledge Translation Lead will provide mentoring, advice and support to PCRN and ECRF members, and AIIHPC's hospice and palliative care providers as appropriate, on all research cycle activities including on research proposal development, design, methodology, delivery, and impact on policy and practice, including through research Special Interest Groups and newly established Community of Practice for Clinical Site Research.

Reporting to the Research Programme Manager, the post-holder works collaboratively as part of AIIHPC's team. The Research Support and Knowledge Translation Lead will work closely with the Research Programme Manager, PCRN Project Manager, PCRN members and be guided by AIIHPC's PCRN Strategic Scientific Committee.

#### **Main tasks**

- Support PCRN and ECRF members on all research cycle activities including on research proposal and funding development, methodology design, delivery, and knowledge translation, including through AIIHPC's research Special Interest Groups.
- Develop and support existing research projects at hospice and specialist palliative sites in collaboration with PCRN and ECRF members, health and social care professionals, service providers, and PPI (AIIHPC's Voices4Care, volunteer group) and through the newly established Community of Practice for Clinical Site Research.
- Mentoring hospice and specialist palliative care provider staff who need support with research development and providing contacts within PCRN.
- Deliver workshops in collaboration with PCRN members on planning, conducting, and disseminating research.
- Facilitate academic clinical research studies involving PCRN and ECRF members that access the hospices and specialist palliative care providers as a recruitment site.

- Co-ordinate AIIHPC's existing research Special Interest Groups in Dementia and Palliative Care, Technology and Palliative Care, and Psychological, Social and Spiritual Care across the island of Ireland and establish and co-ordinate additional Special Interest Groups
- Establish and co-ordinate the Community of Practice for Clinical site research to support involvement of knowledge users, from clinical sites, such as hospice and specialist palliative care providers at first, in research prioritisation, development and delivery to support the expansion of academic-clinical collaborations
- Use engaging and innovative ways to provide updates on PCRN, ECRF and AIIHPC members' research to health and social care professionals, service providers, policymakers, educators, and other researchers and people with life-limiting conditions, family carers, and the public.
- Support ECRF members and hospice and specialist palliative care provider staff and PCRN members to publish research in peer-reviewed publications and present findings at local, national, and international conferences and through AIIHPC networks.
- Build collaborative and working relationships with researchers, health and social care professionals and key stakeholders.
- Engage with AIIHPC's Voices4Care volunteer group of people with life-limiting conditions, family carers, and interested citizens, to support their participation in, or contribution to research.
- Utilise and support the further development of, AIIHPC's established websites including The Palliative Hub – Professional and Palliative Hub - Learning Platform and other social media communication channels to promote PCRN, ECRF and AIIHPC members research-related activities.
- Support the establishment and delivery of ECRF and PCRN members bursaries and fellowships.

#### **Specific tasks**

- Provide guidance, advice, one-to-one mentoring, and project management support, as appropriate, to PCRN, ECRF and AIIHPC hospice and palliative care provider members on research and knowledge translation activities from proposal development through to design, delivery, and dissemination.
- Guide and support PCRN and ECRF members to evaluate knowledge translation activities and directly monitor and evaluate activities, when possible, for reporting to funders and stakeholders
- Support PCRN and ECRF members to develop case studies, and policy and practice briefs to support knowledge translation and implementation of research into practice and policy
- Identify gaps in PCRN, ECRF members' and AIIHPC hospice and palliative care providers knowledge/skills relevant to carrying out research and knowledge translation activities and co-develop and deliver resources, workshops and eLearning training to support members' research and their professional development.

- Provide support and guidance to PCRN, ECRF and AIIHPC members on writing grants and funding proposals including leading on writing the knowledge translation activities, as appropriate.
- Support PCRN and ECRF members to produce engaging and innovative online content for The Palliative Hub - Professional to promote their research and findings (e.g., research study pages, blogs, infographics, podcasts, videos) in collaboration with PCRN Project Manager.
- Develop educational content for The Palliative Hub - Professional (e.g., reusable learning objects, instructional videos, videos from workshops and post event materials including reports, briefing paper, infographics).
- Maintain regular contact with the PCRN and ECRF members and AIIHPC's hospice and palliative care providers including in-person meetings, by phone, teleconferencing and email.
- Provide updates on PCRN, ECRF and AIIHPC members' research and publications via AIIHPC The Palliative Hub Professional, social media channels and promote the Institute encouraging people to become members of the ECRF and sign up to AIIHPC's newsletter.
- Support the planning and coordinating of the PCRN Annual Symposiums, PCRN and ECRF seminars and events and other research-related events.
- Attend and provide updates on research support and knowledge translation activities at the PCRN Strategic Scientific Committee meetings
- Support the establishment of bursaries and fellowships for ECRF and PCRN members to support their career development in palliative care research
- Regularly engage with AIIHPC Team members and support the delivery of AIIHPC programmes including the annual Palliative Care Week campaign, which provides an opportunity to highlight relevant researchers and their studies via a range of activities.
- Support delivery of AIIHPC's Communication Strategy including providing regular updates via The Palliative Hub - Professional, AIIHPC website, newsletters, social media, email alerts, notifications, etc.
- Produce minutes for research-related meetings

**To provide such other duties appropriate to the post as may be assigned from time to time by the Research Programme Manager and CEO**

FACTORS	ESSENTIAL	DESIRABLE
<p><b>Experience</b></p>	<ul style="list-style-type: none"> <li>• Experience of working in a research environment in palliative and/or healthcare, including supporting others to carry out high quality and impactful research.</li> <li>• Experience of leading activities to support research and knowledge translation to impact policy and practice</li> <li>• Excellent data analysis and scientific/report writing skills, combined with proven communication skills (written, oral, visual) and peer-reviewed high impact publications.</li> <li>• Understanding of international palliative and/or healthcare research including how research can be linked to priorities from policymakers, service providers and funders.</li> <li>• Experience of designing and delivering training or workshops to a range of stakeholders</li> <li>• Experience of working in partnership with multiple agencies including academic institutions, clinical settings, and others</li> <li>• Experience of project management including managing a complex workload and working to tight deadlines</li> <li>• Proven facilitation experience</li> <li>• Experience of patient and public involvement in research</li> </ul>	<ul style="list-style-type: none"> <li>• Passion for and experience in benefits of palliative care for societal benefit.</li> <li>• Knowledge of the health systems and palliative care priorities and policies in both Republic of Ireland and Northern Ireland</li> <li>• Experience in international palliative and/or healthcare research with critical understanding of co-benefits and challenges associated with different palliative and healthcare systems</li> </ul>



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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification in one of the following: health, policy, social science, science or education disciplines</li> <li>• PhD degree with quantitative and qualitative skills in palliative care and/or health care, with interdisciplinary knowledge of relevance. The candidate at a minimum will be at least 2 years post PhD.</li> </ul>	<ul style="list-style-type: none"> <li>• Professional certification in Project Management</li> </ul>
<b>Core competencies</b>	<ul style="list-style-type: none"> <li>• Excellent research, analytical and critical evaluation skills</li> <li>• Excellent presentation, oral and written communications skills, with the ability and confidence to clearly and professionally engage with project partners and stakeholders, particularly researchers</li> <li>• Excellent interpersonal and networking skills</li> <li>• Good office ICT skills. Including experience using PowerPoint, Excel, and other software programs such as Microsoft Forms and Survey Monkey.</li> <li>• Ability to work well within a small dynamic team</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in developing reusable learning objects (e.g. in editing podcasts and/or videos)</li> </ul>
<b>Travel</b>	<ul style="list-style-type: none"> <li>• Willingness to travel to events and meetings across island of Ireland and internationally as required.</li> <li>• Hold a current full driving license and have access to a form of transport in order to fulfil the functions of the post</li> </ul>	

**CONDITIONS OF APPOINTMENT:**

**WORKING BASE:**

This post is based in Dublin at the AIIHPC Office, Education and Research Centre, Our Lady’s Hospice & Care Services, Harold’s Cross. The post-holder will be required to travel within the Republic of Ireland and Northern Ireland and occasionally outside the island of Ireland as required. Remote working will be considered although there will be the requirement to attend the AIIHPC office.

- SALARY SCALE:** The salary scale is €51,421 – 61,513 per annum based on full-time role.  
The successful candidate's salary will be calculated strictly on the number of years of relevant/comparable experience, i.e. each year of relevant/comparable experience will decide the point at which your salary will be between the 1st and last point of the pay scale above.  
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:** **26 days per annum**
- HEALTH:** A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a pre-employment medical.
- CONTRACTUAL HOURS** 35 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 specified purpose contract basis until the 1 March 2030.
- SUPERANNUATION:** The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.
- 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 CEO 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.***

**AIIHPC is committed to treating its employees equally irrespective of race, religion, age, gender, sexual orientation, marital status, disability, family status and ethnic origin.**