Post Specification

Post Title:	Research Assistant (IDS-TILDA)
Post Status:	Specific Purpose Contract
Research Group / Department / School:	IDS–TILDA, Trinity Centre for Ageing and Intellectual Disability, School of Nursing and Midwifery, Trinity College Dublin, the University of Dublin
Location:	Chemistry Building Extension, Lincoln Gate, Trinity College, Dublin 2
Reports to:	Ms Margaret Haigh (IDS-TILDA Project Manager)
Salary:	Appointment will be made on the Irish Universities Association, Research Assistant Level 1, at a point in line with Government Pay Policy [Point 1 €32,962 – Point 3 €34,203], appointment will be made no higher than point 3.
Hours of Work:	Full-time
Closing Date:	12 Noon (Irish Standard Time), Friday 20th June 2025.

Please note that Garda vetting will be sought in respect of individuals who come under consideration for a post

Post Summary

The Intellectual Disability Supplement to the Irish Longitudinal Study on Ageing (IDS-TILDA) is led by Professor Mary McCarron (Professor of Ageing and Intellectual Disability) within the Trinity Centre for Ageing and Intellectual Disability, Trinity College Dublin. IDS-TILDA is a large scale nationally representative study of people with an intellectual disability aged 40 years and over. The longitudinal design entails interviews at incremental time periods over a number of waves. Five waves of data collection have now been successfully completed.

The position available is for a Research Assistant to carry out a wide range of administrative tasks associated with data collection, inputting and cleaning. The successful candidate will also carry out remote interviews with participants with an intellectual disability and/or their carers. The role-holder will allocate their time according to the needs of the study, but it is anticipated

that approximately 60% of their time will be spent on research office-based duties and 40% on interviews. The successful candidate will need to be able to work independently but also as part of a team under the direction of the Project Manager.

We are looking for an enthusiastic person with strong organizational and communications skills, and experience of relating to adults with intellectual disability. The successful candidate will join an exciting multi-disciplinary and multi-partner research effort focused on older adults with an intellectual disability participating in Ireland's first national study on ageing and intellectual disability.

Standard Duties and Responsibilities of the Post

The duties and responsibilities of the successful candidates will include the following:
- Carrying out a wide range of research tasks associated with data collection, inputting and cleaning
- Completing survey fieldwork as assigned by the Project Manager
- Providing regular feedback to the Project Manager on progress and highlighting any potential issues
- Attending training and review meetings as required
- Other tasks and duties assigned by the Project Manager.

Funding Information

IDS-TILDA has been awarded funding by the Health Research Board, supported by the Department of Children, Equality, Disability, Integration and Youth.

Person Specification

The role-holder will require the following knowledge, skills, and attributes for successful performance in the role.

Qualifications

Honors degree or post graduate preparation in a discipline that is relevant to Intellectual Disability, such as Intellectual Disability Nursing, Social Sciences, Education, Social Work, Psychology, Rehabilitation and the range of associated therapies.

Knowledge & experience

Essential
- Knowledge of establishing and maintaining appropriate documentation for the purposes of record keeping
- Experience in balancing multiple commitments and prioritising competing tasks
- Experience in relating to individuals with intellectual disability, their families and intellectual disability service providers

Desirable
- Experience of working as part of a research team
- Experience of interviewing research study participants
- Experience of data entry and data cleaning

Skills and competencies
- Excellent organisational skills
- Strong IT skills
- Excellent attention to detail
- High personal motivation and ability to take the initiative when working alone
- Excellent interpersonal and communication skills
- Strong team player
- Ability to handle and protect confidential and sensitive data with integrity

The successful applicant will be expected to take up the post by Monday 18th August.

PLEASE NOTE – AS THIS POSITION WILL BE OFFICE BASED AT THE TRINITY CENTRE FOR AGEING AND INTELLECTUAL DISABILITY AT TRINITY COLLEGE, REMOTE WORKING WILL NOT BE POSSIBLE.

Application Procedure

Application Procedure

Applicants must submit a cover letter together with a full Curriculum Vitae to include the names and contact details of 2 referees (including email addresses).
Applications should be sent to: **haighm@tcd.ie**

If you have any application queries, please contact:
Margaret Haigh, IDS-TILDA Project Manager
Trinity College Dublin, the University of Dublin
Tel: +353 1 896 3187
Email: haighm@tcd.ie

Further Information for Applicants

URL Link to Area	https://idstilda.tcd.ie/
URL Link to Human Resources	https://www.tcd.ie/hr/

GARDA CLEARANCE:

Police vetting will be sought in respect of individuals who come under consideration for a post.

PLEASE NOTE: Applicants will be required to complete and return a Garda vetting form should they come under consideration for appointment. In some cases they may be requested to complete the form on the day of interview. This form will be forwarded to An Garda Síochána (Irish Police) for security checks on all Irish addresses at which they have resided. An Garda Síochána will make enquiries with the Police Service of Northern Ireland with respect to addresses in Northern Ireland. If an applicant is not successful in obtaining the post for whatever reason, this information will be destroyed. If an applicant, therefore, subsequently comes under consideration for another position, they will be required to supply this information again.

While applicants must complete information in relation to all addresses at which they have resided, the vetting is only done on addresses on the island of Ireland.

If an applicant has resided / studied in countries outside of Ireland for a period of 6 months or more, it is mandatory for them to furnish a Police Criminal Records Check/ Police Certificate from those countries stating that they have no convictions recorded against them while residing there. Applicants will need to provide a separate Police Criminal Records Check/ Police Certificate for each country in which they have resided. The Police Criminal Records Check/ Police Certificate must be dated after the date the applicant left the relevant country. Applicants should provide documentation in the English and/or Irish language. Translations must be provided by a registered translation company/institute in the Republic of Ireland; all costs will be borne by the applicant. Only original version documents will be accepted.

Applicants should be aware that any information obtained in the Garda Vetting process can be made available to the employing area.

It is the responsibility of the applicant to seek security clearances in a timely fashion as they can take some time. No applicant will be appointed without this information being provided and being in order.

The following websites may be of assistance in this regard:
www.disclosurescotland.co.uk
www.psni.police.uk
This website provides information on obtaining a national police clearance certificate for Australia
www.afp.gov.au
This website provides information on obtaining police clearance in New Zealand.
www.courts.govt.nz

For other countries not listed above applicants may find it helpful to contact the relevant embassies who could provide information on seeking Police Clearance. Original Police Clearance documentation should be forwarded to Human Resources where it will be copied and the original returned to the applicant by post. **Any cost incurred in this process will be borne by the Applicant.**

Trinity College Dublin, the University of Dublin

Trinity is Ireland's premier university, with a proud tradition of excellence stretching back to its foundation in 1592. The oldest university in Ireland, and one of the oldest in Europe, today Trinity sits at the intersection of the past and the future, and is ideally positioned as a major university in the European Union. Our 47-acre campus is located in the heart of Dublin city centre and is home to historic buildings dating from the University's establishment, as well as some of the most cutting-edge teaching and research facilities in Ireland. Students at Trinity benefit from a unique educational experience across a range of disciplines in our three faculties – Arts, Humanities, and Social Sciences; Engineering, Mathematics and Science; and Health Sciences. The pursuit of excellence through research and scholarship is at the heart of a Trinity education, and our researchers have an outstanding publication record and strong record of grant success.

Trinity has developed [18 broad-based multidisciplinary research themes](#) that cut across disciplines and facilitate world-leading research and collaboration within the University and with colleagues around the world. These internationally recognised themes include such diverse areas as Cancer, Immunology, Telecoms, Identities in Transformation, Nanoscience, Neuroscience, and Making Ireland. Researchers from across the University work together in innovative ways to develop new and exciting approaches to their research and explore the frontiers of knowledge in the 21st century. In creating these dedicated research themes, Trinity's researchers are able to become a more powerful force on the global stage, successfully competing for large-scale grants and attracting top students and faculty to the University. Trinity is home to Ireland's first purpose-built Nanoscience research institute, CRANN, which opened in January 2008. This state-of-the-art facility houses 150 scientists, technicians, and graduate students in specialised laboratories, fostering creative innovations that have seen Trinity's researchers make significant breakthroughs.

The Trinity Long Room Hub for Arts and Humanities Research Institute is the University's flagship institute for research in the Arts and Humanities, providing a world-class environment for cross-disciplinary collaborative projects. The Long Room Hub provides a central location through which the University's internationally respected Arts and Humanities research can become more visible, demonstrating its relevance for contemporary and future societies. Researchers from across the University regularly participate in debates on topical issues facing the world today. As well as operating an International Visiting Research Fellowship programme, the Long Room Hub also hosts major EU-funded Digital Humanities projects.

One of the most instantly recognised parts of Trinity's campus is the famous Old Library, home to the historic Book of Kells as well as other internationally significant holdings in manuscripts, maps, and early printed material. Trinity's Library is the largest research library in Ireland and is an invaluable resource to Trinity's students and research community. Built up over the four centuries of the University's existence, the Library's collections have benefitted

from its status as a Legal Deposit library for the past 200 years, granting Trinity the right to claim a copy of every book published in Ireland and the UK. At present, the Library's holdings span approximately 4.25 million books, 22,000 printed periodical titles, and access to 60,000 e-journals and 250,000 e-books.

Trinity attracts top students from Ireland and abroad and prides itself on the consistently high standard of student admitted to the University every year. These students are drawn to Trinity for the excellence of our research-led teaching and for the quality and prestige a degree from this University confers. Trinity has also pioneered accessibility to education in Ireland, becoming the first university in the country to reserve 15% of its undergraduate places for students from non-traditional learning groups. Trinity is the top-ranked European university for student entrepreneurship and Europe's only representative in the world's top-50 universities.

Our alumni have gone on to shape the history of Ireland and of Western Europe in a wide range of fields. These include such notable figures as Jonathan Swift, Oscar Wilde, William Rowan Hamilton, Edmund Burke, William Stokes, Denis Burkitt, Louise Richardson, Lenny Abrahamson, and Anne Enright. Three of Trinity's graduates have been awarded Nobel prizes: Ernest Walton for Physics in 1951; Samuel Beckett for Literature in 1968; and William Campbell for Physiology / Medicine in 2015. Trinity also counts the first female President of Ireland among its alumni in Mary Robinson, as well as other notable former Presidents Douglas Hyde and Mary McAleese. At Trinity we are justifiably proud of our tradition, and we strive to uphold this excellence as we face the demands of the 21st century.

Ranking Facts

Trinity is the top ranked university in Ireland. Using the QS methodology, the University is ranked 101st in the world (QS, 2022) and using the Times Higher Education World University Rankings methodology Trinity is 146th in the world.

Overall

- Trinity is Ireland's No.1 University in the QS World University Ranking, THE World University Ranking and the Academic Ranking of World Universities (Shanghai).

- Trinity is ranked 104th in the World, and 36th in Europe, in the 2018/2019 QS World University Ranking.

- Trinity is ranked in the Top 120 for Graduate Employability in the QS 2018 Rankings.

- Trinity is in the Top 50 most innovative universities in Europe according to Reuters.[1]

- Trinity is ranked the top university in Europe for entrepreneurship according to Pitchbook's independent analysis.[2]

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[1] http://www.reuters.com/article/us-innovative-stories-europe-idUSKCN0Z00CT
[2] http://pitchbook.com/news/reports/2015-2016-pitchbook-universities-report

Internationalisation

- Trinity is ranked 43rd in the world in the THE World University Ranking for international outlook.

Research Performance

- Of the 981 institutions included in the THE World University Rankings for 2017, Trinity is in the top 15% internationally for research performance.

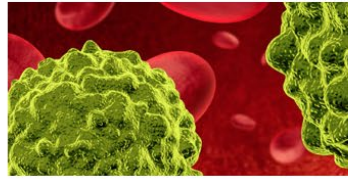- Trinity is ranked in the top 15% internationally by QS for citations.

In the QS World University Subject Rankings:

- Trinity is ranked in the top 50 worldwide in four subject areas according to the QS World University Subject Rankings 2018. The University is ranked in the top 100 globally for 20 subjects overall.

- Trinity's Top 50 subjects include English (25th), Pharmacy, 25th Nursing (42nd), and Classics (45th).

- Trinity is ranked in the top 100 for each of the following 16 subjects: History, Languages, Philosophy, Theology, Computer Science, Biology, Medicine, Pharmacy, Chemistry, Geography, Materials Science, Education, Law, Social Policy, Sociology and Sport.

- The University is ranked in the top 100 for the broad subject areas: Arts & Humanities and Social Sciences and Management.

Research Themes

Ageing

Cancer

Creative Arts Practice

Creative Technologies
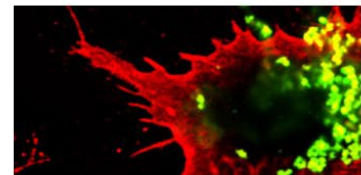
Digital Engagement

Digital Humanities

Genes & Society

Identities in Transformation
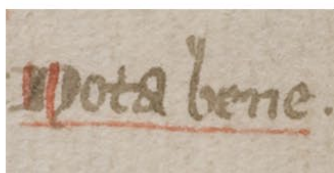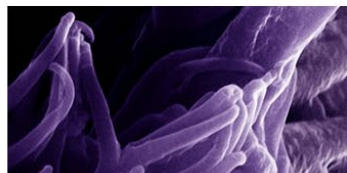
Immunology, Inflammation & Infection

International Development

International Integration

Making Ireland

Manuscript, Book and Print Cultures

Nanoscience

Neuroscience

Telecommunications

Smart Sustainable Planet

Next Generation Medical Devices

The Selection Process in Trinity

The Selection Committee (Interview Panel) may include members of the Academic and Administrative community together with External Assessor(s) who are expert in the area. Applications will be acknowledged by email. If you do not receive confirmation of receipt within 1 day of submitting your application online, please contact the named Recruitment Partner on the job specification immediately and prior to the closing date/time.

Given the degree of co-ordination and planning to have a Selection Committee available on the specified date, the University regrets that it may not be in a position to offer alternate selection dates. Where candidates are unavailable, reserves may be drawn from a shortlist. Outcomes of interviews are notified in writing to candidates and are issued no later than 5 working days following the selection day.

In some instances the Selection Committee may avail of telephone or video conferencing. The University's selection methods may consist of any or all of the following: Interviews, Presentations, Psychometric Testing, References and Situational Exercises.

It is the policy of the University to conduct pre-employment medical screening/full pre-employment medicals. Information supplied by candidates in their application (Cover Letter and CV) will be used to shortlist for interview.

Applications from non-EEA citizens are welcomed. However, eligibility is determined by the Department of Jobs, Enterprise and Innovation and further information on the Highly Skills Eligible Occupations List is set out in Schedule 3 of the Regulations https://enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Highly-Skilled-Eligible-Occupations-List/ and the Ineligible Categories of Employment are set out in Schedule 4 of the Regulations https://enterprise.gov.ie/en/What-We-Do/Workplace-and-Skills/Employment-Permits/Employment-Permit-Eligibility/Ineligible-Categories-of-Employment/ . Non-EEA candidates should note that the onus is on them to secure a visa to travel to Ireland prior to interview. Non-EEA candidates should also be aware that even if successful at interview, an appointment to the post is contingent on the securing of an employment permit.

Equal Opportunities Policy

Trinity is an equal opportunities employer and is committed to employment policies, procedures and practices which do not discriminate on grounds such as gender, civil status, family status, age, disability, race, religious belief, sexual orientation or membership of the travelling community. On that basis we encourage and welcome talented people from all backgrounds to join our staff community. Trinity's Diversity Statement can be viewed in full at https://www.tcd.ie/diversity-inclusion/diversity-statement.

Pension Entitlements

This is a pensionable position and the provisions of the Public Service Superannuation (Miscellaneous Provisions) Act 2004 will apply in relation to retirement age for pension purposes. Details of the relevant Pension Scheme will be provided to the successful applicant.

Applicants should note that they will be required to complete a Pre-Employment Declaration to confirm whether or not they have previously availed of an Irish Public Service Scheme of incentivised early retirement or enhanced redundancy payment. Applicants will also be required to declare any entitlements to a Public Service pension benefit (in payment or preserved) from any other Irish Public Service employment.

Applicants formerly employed by the Irish Public Service that may previously have availed of an Irish Public Service Scheme of Incentivised early retirement or enhanced redundancy payment should ensure that they are not precluded from re-engagement in the Irish Public Service under the terms of such Schemes. Such queries should be directed to an applicant's former Irish Public Service Employer in the first instance.