

National College of Ireland: ELI Research Assistant **(<https://www.activelink.ie/node/113933>)**



ELI Research Assistant (<https://www.ncirl.ie/About/Work-for-NCI/Current-Vacancies/ELI-Research-Assistant>)

Purpose of Position:

Assist in the internal research and evaluation activities of the ELI's Programmes

Reporting to:

ELI Researcher and ELI National Centre Assistant Director

Key Relationships:

- Director/Assistant Directors of Early Learning Initiative.
- ELI Research, Dublin's Inner City (DIC) and National Centre (NC) teams.
- National College of Ireland.
- Members of ABC consortium, ABC Steering Group, ELI Advisory Board and National Centre Steering Group.
- Stakeholders in the local community, including parents, children and practitioners.
- Tusla Child and Family agency, statutory agencies, corporate organisations, community partners and other funders.

Key Responsibilities:

- Assist in the coordination of the internal research and evaluation activities of the ELI's DIC and NC.
- Assist in the collection and collation of qualitative and quantitative data.
- Assist in preparing reports for ELI funders and other stakeholders.
- Assisting in developing and maintaining a database of participants, children, parents and families in the DIC and NC programmes.
- Work closely with the ELI Research, DIC and NC teams to coordinate the implementation of all research and evaluation processes/systems.
- Support the Research Team to build capacity of DIC and NC teams to participate in research activities and contribute to ELI research goals and strategy.
- Assist in the dissemination of learnings from the ELI's DIC/NC programmes and ELI's research projects through papers, conferences, presentations, and other relevant stakeholder platforms.
- Liaise with key stakeholders, including ABC Consortium, Tusla, ELI funders, other Departments within NCI in relation to the ELI's research activities.
- Other appropriate research and administrative activities as needed.
- Any other duties as assigned by the ELI Researcher, and/or Director/Assistant Directors.
- Assist in preparing and maintaining records, and/or test data.

Key Attributes:

- A relevant 3rd level qualification

- Excellent research, administrative and organisational skills
- Professional interest in early years education and family based learning.
- Experience of both qualitative and quantitative research.
- Ability to work closely with marginalised families and have an understanding of the issues of marginalization.
- Ability to deal effectively with a wide variety of College personnel, community stakeholders and other outside individuals/organizations.
- Good time management skills with the ability to produce results to deadlines.
- Ability to operate as a team player in a cross disciplinary, integrated team, sharing roles and responsibilities.
- An energetic, confident and pro-active individual with strong interpersonal and communication skills.
- Excellent IT skills in Ms Excel Ms Word, EvaSys, CRM systems, SPSS and other relevant research packages etc.

Salary: Administrator Band (Min: €31,059 – Max: €43,485) pro rata

Annual Leave: 24 days pro rata

Contract: Permanent

Hours: Full - time

National College of Ireland's mission is to widen participation in higher education and unlock each student's potential. The College offers students the opportunity to acquire the skills and self-confidence to change their lives, contribute to a knowledge based economy and become responsible, active citizens.

Application Process:

To apply please e-mail your cover letter and CV both in PDF format ONLY, quoting reference number NCI 1075 to: recruitment-cdolan@ncirl.ie (mailto:recruitment-cdolan@ncirl.ie) by 5:00 pm, 5th of March 2025.

Note: The functions and responsibilities assigned to the (ELI) Research Assistant are based on the current stated role and objectives of the ABC/ELI/National Centre Programmes and the College. These functions and responsibilities may alter in line with any change in the role and objectives of the ABC/ELI/National Centre Programme and NCI.

The successful applicant will be subject to Garda Vetting and must not have any convictions under the Sex Offenders Act 2001.

National College of Ireland is an equal opportunities employer.

The Importance of Confidentiality

We would like to assure you that protecting confidentiality is our number one priority. You can expect that all enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Candidates' Obligations

In submitting a completed Curriculum Vitae and supporting documentation, candidates are declaring:

- That all the particulars furnished in their application are true and correct without omission and that they are aware of the qualifications and particulars for this position.
- That to the best of their knowledge that there is nothing in relation to their conduct, character or personal background of any nature that would adversely affect the position of trust in which they would be placed by virtue of this appointment.
- Their irrevocable consent to NCI making such enquiries as deemed necessary in respect of their suitability for the post in respect of which their application is made.
- Their acceptance and confirmation of the entitlement of NCI, as appropriate to, reject their application, or to terminate their employment (in the event of a contract of employment having been entered into on foot of this competition) if they have omitted to furnish NCI with any information relevant to their application or their continued employment or where they have made any false statement or misrepresentation relevant to this application or their continuing employment with the College. #

Candidates should note that they may be required to submit documentary evidence in support of any particulars given by them in their application for the post.

Data Protection Acts 1988 to 2018 and the Freedom of Information Acts 1997 to 2014 as amended

Data collected for the purposes of recruitment activities

NCI conducts recruitment processes to fill vacancies within the college. When applying for these competitions applicants are asked to submit a range of documents, e.g., a completed application form, CV and/or a personal statement or cover letter.

For the purposes of recruitment activities, we will not collect any personal data that we do not need to assess your candidature for a role with us.

Legal Basis for Processing

NCI 's legal basis for the processing of this data is a combination of individual consent, contractual necessity and legal obligations.

Withdrawal of Consent

Applicants can withdraw their consent for the processing of their personal data at any time by notifying the College. It is important to note that withdrawal of consent prior to the completion of the process will be considered as a withdrawal of the application.

What we do with your data

People who are directly employed by NCI and are based in Ireland process all the personal data collected for both recruitment and HR purposes.

Shortlisting

HR draft up the shortlisting documents and provide the initial screening to determine if a person meets the essential criteria of the competition. A shortlisting panel is generally made up of two senior grade staff members from the relevant department for which the role is being recruited.

Sharing of your data

Where you have been successfully shortlisted for a post, each interview panel member will be furnished with a copy of the relevant information of those who will be attending interview in order that they can review applications in advance of the interview process. All such information will be returned to NCI and shredded following the competition process. Some of the interview panel will be external interviewers, who are not employees of NCI but are engaged for the purpose and are strictly subject to the rules and policies of the College.

Access

Applicants can request and receive access to their data at any time and can request and receive a copy of this data, in electronic/transferable format.

Erasure

Applicants can request the data held be erased. In this case, the application for a position is considered withdrawn.

Rectification

Applicants can have any incorrect information corrected.

Objection / Withdraw

Applications can object to this information being processed and/or can request to withdraw from the application process

Complain

Applicants can make a complaint to our internal Information Governance and Data Protection Officer

NCI Information Governance and Data Protection Officer

National College of Ireland, Mayor Street, IFSC, Dublin 1

Tel (Direct): [+ 353 1 4498 523 \(Tel:+35314498523\)](tel:+35314498523); Tel (Reception): [+ 353 1 4498 500 \(Tel:+ 35314498500\)](tel:+35314498500)

And/or make a complaint to the relevant authority

Data Protection Commission, 21 Fitzwilliam Square South, Dublin 2, D02 RD28

Tel: [+353 \(0\) 761 104 800 \(Tel:+353761104800\)](tel:+3530761104800)

National College of Ireland is an equal opportunities employer and is a Member of the Athena SWAN Charter. NCI is committed to serving our diverse community and welcomes applications from underrepresented groups.



Region

Dublin

Date Entered/Updated

19th Feb, 2025

Expiry Date

5th Mar, 2025

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