



Tionól Réigiúnach an
Oirthir agus Lár Tíre
**Eastern and Midland
Regional Assembly**

Information booklet

Research and Policy Officer

Employer:	Eastern & Midland Regional Assembly
Post Title:	Research and Policy officer - Senior Staff Officer, Local Authority Grade 6
Office Location:	Ballymun, Dublin 9
Closing date:	21st November – 5pm
Duration:	Whole-time, permanent position

Who we are

The Eastern and Midland Regional Assembly was established under Local Government Reform Act 2014 and has a statutory role in the regional government structure for the 12 Eastern and Midland local authorities. The main roles of the Assembly are to:

- Prepare, adopt and implement the Regional, Spatial and Economic Strategy (RSES) for the Region.
- Participate in the design and delivery of EU funding programmes, notably the EU Just Transition Fund.
- Identify, co-ordinate and participate in EU projects.
- Support the national delegation to the Committee of the Regions (CoR).
- Oversee and support the Irish Regions European Office (IREO) in Brussels.
- Support the work of the National Oversight and Audit Commission.

The Role

The successful candidate will be the Research and Policy Officer and will provide support on all areas of research and policy development to support the objectives of the Regional Assembly.

Key duties and responsibilities

- Conducting detailed research and analysis on national and regional development issues, trends, and policies.
- Collecting, interpreting, analysing and managing data relevant to regional planning and development.
- Analysing the impact of existing and proposed EU and national legislation and policies on the Region.
- Preparing comprehensive reports, briefing documents, and policy papers based on research findings.
- Liaising with local authorities, public bodies, external consultants, researchers, elected members and other stakeholders.
- Providing research assistance for the formulation, implementation, monitoring, review, and management of the Regional Spatial and Economic Strategy (RSES) and EU initiatives.
- Identifying relevant research and EU cooperation project opportunities that align with the Regional Assembly's strategic objectives.
- Collaborating with colleagues and stakeholders to develop project proposals and applications for funding.
- Project manage EU related and other projects undertaken by EMRA as determined by the Director;
- Monitoring the progress of research and EU cooperation projects, ensuring milestones and objectives are met.
- Participating in meetings, networking events, workshops, and conferences, both in Ireland and abroad, to represent the Regional Assembly and foster partnerships.
- Communicating research findings and policy recommendations to diverse audiences.
- General duties as specified by the Director and general communication functions.
- Undertake any other duties as may be assigned from time to time by the Director.

Essential Requirements

Character

Each candidate must be of good character.

Health

Each candidate shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

Education, Knowledge and Experience

- Honours bachelor's degree or higher degree in relevant discipline such as public policy, political science, economics, urban planning, environmental policy, geography, or a related discipline.

- Minimum 3 years' experience working in a similar high-level role involving research, policy development, or project management.
- Working knowledge of Irish governance structures and Local Government structures.

Essential Skills and Experience:

- Strong ability to conduct detailed research, analyse complex data, and synthesise information to inform policy development.
- Proficiency in data collection, analysis, and interpretation (both quantitative and qualitative).
- Experience in balancing the workflow requirements on multiple different workstreams in parallel and ability to adapt to changing priorities and work under pressure to meet deadlines.
- Demonstrated ability to understand and address complex situations and problems.
- Working knowledge of local, regional, national, and EU policy frameworks of relevance to the Eastern and Midland Regional Assembly.
- Strong interpersonal skills and the ability to work effectively as part of a team and independently.
- Demonstrated ability of bringing together diverse stakeholders to achieve a common goal.
- Excellent written and verbal communication skills for preparing reports, policy papers, and presentations, as well as for engaging with stakeholders.

Desirable Requirements:

In additional to the essential skills, it would be desirable to have the following:

- Postgraduate qualification (Masters or PhD) in relevant discipline such as public policy, political science, economics, urban planning, environmental policy, geography, or a related discipline.
- Proficiency in Geographic Information Systems (GIS) and spatial analysis tools for advanced data analysis and mapping.
- Skills in using advanced data analysis software (e.g., SPSS, R, Stata) and experience with big data analytics.
- Experience of applying for, delivering, co-ordinating and managing projects both individually and as part of a team.
- Experience in the organisation and management of project meetings, conferences and stakeholder engagement events.
- Knowledge and experience of using KPIs or other monitoring methods.
- Experience in managing projects and budgets.

Key Competencies

<p>Management and Change</p>	<ul style="list-style-type: none"> ▪ Strategic ability – Displays ability to co-ordinate multiple work activities at the same time. ▪ Influencing and negotiating – Establishes appropriate and productive working relationships to achieve a common goal. ▪ Strategic approach – Demonstrates capacity to make links and connections between research and policy to achieve strategic objectives. ▪ Strives to develop and implement new ways of working effectively to meet objectives.
<p>Delivering Results</p>	<ul style="list-style-type: none"> ▪ Takes responsibility and is accountable for the delivery of agreed objectives. ▪ Analytical thinking - The ability to understand a complex problem or situation and approach it in a step-by-step way.

	<ul style="list-style-type: none"> ▪ Conceptual thinking - The ability to identify patterns of connections between situations that are not obviously related and to identify key or underlying issues in complex situations. ▪ Decision making and judgement – Ability to pinpoint critical information and address issues logically; and demonstrate an understanding of the context and impact of decisions made. ▪ Takes account of any broader issues and related implications, including a well-reasoned rationale, when making decisions.
Performance	<ul style="list-style-type: none"> ▪ Communicating effectively – Demonstrates excellent internal and external communications skills, experience of delivering presentations tailored to the nature and needs of diverse audiences. ▪ Demonstrate lessons learned from work experience.
Personal Effectiveness	<ul style="list-style-type: none"> ▪ Excellent interpersonal skills. ▪ Operates effectively in an environment with significant complexity and pace. ▪ Puts forward solutions to address problems. ▪ Takes initiative and seeks opportunities to exceed goals.

Terms and Conditions

1. The Post

The post is whole-time and permanent.

2. Probation

There will be a six-month probation period which may be extended to one year at the discretion of the Director.

3. Superannuation

If you are pensionable under the Local Government (Superannuation) (Consolidation) Scheme 1998 and are liable to pay Class A PRSI contributions, you would be required in respect of superannuation to make contributions at the rate of 3.5% of net pensionable remuneration plus 1.5% of full pensionable remuneration. You are required in respect of spouses' and children's pension benefit to contribute at the rate of 1.5% of full pensionable remuneration in accordance with the terms of schemes made under the Local Government (Superannuation) (Consolidation) Scheme 1998. Maximum retirement age is 65.

If the Public Service Superannuation (Miscellaneous Provisions) Act 2004 applies to your employment, 65 is the minimum age at which your pension may be paid. As a new entrant to the public service, under the terms of this legislation you will not be required to retire on grounds of age.

Persons who become pensionable officers of a regional assembly who are liable to pay the Class D rate of PRSI contribution will be required in respect of their superannuation to contribute at the rate of 5% of their pensionable remuneration. You may also be required to pay Spouses and Children/ Widows and Orphans contributions at the rate of 1.5% of gross pay. Maximum retirement age is 65.

If you are pensionable under the Public Service Pensions (Single Scheme and other provisions) Act 2012, you are required to pay contributions as follows: 3% of gross remuneration and 3.5% of net pensionable remuneration. The minimum age at which you may retire is allied with the State Contributory Pension age (currently 66, rising to 67 in 2021 and 68 in 2028). The maximum retirement age is 70.

4. Salary

Salary shall be at Local Government Senior Staff Officer (Grade 6) level - €55,641 to €67,977 (LSI 2).

Entry point to this scale will be determined in accordance with Circulars issued by the Department of Housing, Local Government and Heritage.

Persons who are not serving local authority employees on or after 1st January, 2011 will be based on the minimum of the scale.

5. Hours of work

35 hours per week. The successful applicant will be expected to work outside of normal office hours including weekends if necessary, without additional remuneration and to travel within Europe. Flexi Leave arrangements may apply.

The Assembly reserves the right to alter your hours of work from time to time.

6. Annual Leave

Annual leave entitlement for the position will 30 days per year pro-rata.

7. Retirement

There is no mandatory retirement age for new entrants to the public service as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004.

Anyone who is not a new entrant to the public service, as defined in the Public Service Superannuation (Miscellaneous Provisions) Act 2004, is subject to a compulsory retirement age of 65 years.

The maximum retirement age for new entrants as defined by the Public Service Pensions (Single Scheme and other Provisions) Act 2012 is 70 years.

8. Residence

Post holders shall reside within a reasonable commutable distance of Ballymun, Co. Dublin. The Director of the Eastern and Midland Regional Assembly reserves the right to assign the post holder to any premises, now or in the future subject to reasonable notice.

9. Start date

The Eastern and Midland Regional Assembly shall require the successful candidate to take up their appointment within a reasonable period. Should they fail to take up the appointment within an agreed period, the Assembly, at its discretion, may not appoint them.

IMPORTANT NOTICE

The above represents the principal conditions of service and is not intended to be the comprehensive list of all terms and conditions of employment which will be set out in the employment contract to be agreed with the successful candidate.

10. How to apply

Application forms are available for download on www.emra.ie. Only applications received by email and on the official application form will be accepted. Emails should be addressed to recruitment@emra.ie only and must be received no later than **5pm on Thursday 21st November 2024**. Application forms received after the closing date will not be accepted.

Selection will be by means of a competition based on an interview conducted by the Assembly. The Assembly reserves its right to shortlist candidates in the manner it deems most appropriate which may include shortlisting on the basis of essential requirements and level of experience. Shortlisting will be on the basis of information supplied on the application form.

A panel will be formed on the basis of such interviews. Candidates whose names are on a panel and who satisfy the Assembly that they possess the qualifications declared for the post and that they are otherwise suitable for appointment may, within the life of the panel, be appointed as appropriate vacancies arise. The life of the panel shall be for a period of two years from the date of the formation.

Applicants should hold themselves in readiness for interview in **January 2025**.

11. Special Needs

Candidates who indicate on their application that they have special needs will be required to submit a psychologists/medical report to the Assembly. A determination, if any, will be made by the Assembly on appropriate accommodations to be made for individual candidates, during the selection process.

12. Data Protection

BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

The basis for processing your personal data is to progress your application for the position you have applied for with the Eastern and Midland Regional Assembly under the Terms of the Employment (Information) Act 1994 and Human Resources policies and procedures.

Personal data sought for the purpose of recruitment will include your name, your contact details including email address and mobile phone number, particulars of education, details regarding your record of employment and confirmation if you require an employment permit / visa / or work authorisation.

SHARING OF INFORMATION

Outside of the relevant recruitment team, the information provided in your application form will only be shared for progressing the competition for which you have applied, with a designated shortlisting and / or interview board. If, following the competition, you are placed on a panel and offered a position, the information provided in your application form will form part of your personal HR file.

STORAGE PERIOD

Your application will be retained for one year from the date a panel for this position is formed. In exceptional circumstances panels can be extended for an additional year and your personal data will be kept until the extension has expired. Applications that are unsuccessful at interview stage will be retained for one year. Applications that are not progressed to interview stage will be destroyed post competition.

If you do not furnish the personal data requested, the Eastern and Midland Regional Assembly will not be able to progress your application form for the competition.