|  |  |  |
| --- | --- | --- |
| **NCRI Logo** | ***Research Manager*** ***Job Description and Person Specification***  |  |
|  |

**About the National Cancer Registry Ireland (NCRI)**

The NCRI was established by the Minister for Health in 1991. It is affiliated with University College Cork (UCC) and is funded by the Department of Health.

The functions of the NCRI are:

* to identify, collect, classify, record, store, and analyse information relating to the incidence, prevalence, mortality and survival of cancer and related tumours in Ireland.
* to promote and facilitate the use of the data collected, through cancer monitoring, approved research, and in the planning and management of services.
* to publish an annual report based on the activities of NCRI.
* to furnish advice, information and assistance in relation to any aspect of such service to the Minister.

Number of employees: 54

Website of the National Cancer Registry: [www.ncri.ie](http://www.ncri.ie)

**Terms and Conditions**

**Job Title:** Research Manager

**Reporting To:** NCRI Director

**Hours:** 37 hours per week

**Salary:** Salary will be in accordance with the NUI senior lecturer salary scale: **(€65,000—€88,519 p.a.).**

**Contract:** This is a full time permanent pensionable post.

**Probation**: A probationary period of twelve months will apply.

**Notice:** A minimum notice period of 3 months will apply.

**Annual Leave:** 30 days per annum.

**Confidentiality:** Staff are bound by the provisions of the Data Protection Acts and must preserve strict confidentiality concerning all identifiable information of which they become aware of during the course of their work. The confidentiality guidelines of the Registry must be read and signed by all officers, and any breach of these guidelines will be sufficient grounds for dismissal.

**Location**: The post is based in Cork, Ireland.

**Grievance &** These will be as agreed between management and staff.

**Disciplinary Procedures.**

The terms of any relevant agreements concerning this grade between the Department of Health and the Unions representing staff at the Registry will apply.

**Research at the National Cancer Registry**

The research strategy of the Registry is focused on three central themes–descriptive epidemiology, health services research, and aetiological research. Among the topics under study in these areas are: cancer incidence, treatment & mortality; patterns, determinants and experiences of cancer treatment; cancer survival; health economics of cancer; cancer screening; cancer survivorship; pharmaco-epidemiology; and risk factors for cancer development. Our website <http://www.ncri.ie/research/projects> has a full list of current projects.

If post holder is interested the potential for joint appoint at University College Cork will be considered.

**Job description**

a. To lead, support, maintain and further develop the research activities of the National Cancer Registry Ireland into the trends, causes, treatment and outcome of cancer.

b. In consultation with the Director and Board, to provide strategic direction to the Registry research programme. This should include:

* engagement with a wide range of stakeholders, including service providers, Department of Health, cancer charities and academic institutions.
* exploration and development of methods, and research themes, to best exploit the data available to the Registry.

c. To identify opportunities to apply for and secure external funding for the continuing support and further development of the Registry research programme.

d. To establish national and international collaborations in research and to facilitate and encourage the use of the registry and its data by others, including service planners, clinicians, academics, and scientific researchers.

e. To direct and manage the work of Registry research staff, as appropriate.

f. To provide expertise in wide range of research methodologies to the Registry.

g. To manage the budgets of externally‐funded research projects and to take responsibility for reporting to funders as required.

h. To publish the results of research in high impact international journals and to disseminate the findings to stakeholders.

i. To represent the Registry at national and international meetings and conferences on research and allied topics.

j. To advise the Director as appropriate, and to assist in the management of the National Cancer Registry Ireland through membership of the Registry senior management team (SMT).

**Person Specification**

**Essential qualifications and experience**

The successful candidate should have;

* a PhD in epidemiology, statistics, health services research or a similar/related subject;
* she/he will have a significant track record in research in a relevant discipline;
* she/he will also have a record of success in securing substantial grant funding, ideally having been Principal Investigator on at least one major successful application;
* experience in supervising research staff (project staff, postdocs and students at all levels) researchers is essential;
* experience in presenting at both national and international conferences.

**Desirable experience**

Experience in cancer epidemiology, international collaborative research and leading a research team would all be highly desirable, but not essential.

**Personal qualities**

The post holder must be able to demonstrate the following personal qualities:

* effective leadership
* a high level of initiative;
* good interpersonal and communication skills;
* the ability to communicate information about the registry research findings and programmes to a wide audience
* the ability to organise and prioritise his/her own and the group workload to meet deadlines;
* a willingness, and ability, to manage multiple projects simultaneously;
* excellent attention to detail, and scrupulous concern for accuracy;

**Application Procedure**

Interested candidates are invited to contact Prof Kerri Clough-Gorr (tel: +353 21 4318014; email:k.clough.gorr@ncri.ie) for an informal discussion.

Applications in the form of a CV (**3 copies**) including the names of at least two referees, plus a covering letter describing how your qualifications and experience make you suitable for the post, should be **posted** to:

Human Resources Officer

National Cancer Registry Ireland

Building 6800

Cork Airport Business Park

Kinsale Road

Cork

IRELAND

Closing date for receipt of completed applications is: **2 pm on March 31st 2017**

Applications by email will not be accepted

*The National Cancer Registry is an equal opportunities employer*