



National Federation of Voluntary Service Providers

Supporting people with intellectual disability (CLG)

Job Description

Policy and Research Officer

Post Details

Job Title: Policy and Research Officer

Salary Scale: Grade VI* Clerical and Administrative Scale

Tenure of Employment: Permanent Full Time

Location: Oranmore Business Park, Oranmore, Galway

Introduction:

The National Federation of Voluntary Service Providers Supporting People with Intellectual Disability (National Federation) is the national umbrella organisation of not-for-profit agencies providing direct supports and services to people with intellectual disability in Ireland. Across almost 60 organisations, our members support more than 26,000 children and adults with intellectual disabilities and their families, providing services and supports throughout the lifespan. National Federation member organisations have community presence and connection across large urban centres and small villages throughout Ireland. The National Federation Secretariat supports its member organisations in relation to strategic and operational areas relevant to their needs and requirements. (See www.fedvol.ie for further information)

Purpose of the post:

Reporting to the Chief Executive, the Policy & Research Officer is a key member of the National Federation team, which is a small service focussed, outcomes-based team. The Policy & Research Officer will be prioritising projects and work to meet our commitments and deadlines across a wide range of policy areas at sectoral and national level, as we represent service providers who are supporting people with intellectual disabilities. The role holds accountability and responsibility for the policy and research brief of the National Federation, which includes working on internal and external committees and consultation processes, in strategic and operational areas relevant to members' needs and interests.

As an influencer of policy at national level, responding to and supporting the development of policy and legislation is a fundamental pillar of how the National Federation represents members' interests across a wide range of areas that impact the development and implementation of quality services. The rights of people with intellectual disabilities are at the centre of the work undertaken in this key role.

The person appointed will be required to have an understanding and respect for working according to the mission and values of the National Federation. This requires a personal commitment to the vision expressed both in words and in style of working; a friendly professional manner as a member of the team liaising with our member organisations and key stakeholders; attention to detail; and a confidential approach to all matters.

Qualifications, skills and experience required:

The appointee must have:

- A qualification (at least L.8 on the NFQ Ireland or equivalent) relevant to the areas of Policy & Research
- Knowledge and understanding of national policy and implementation within the intellectual disability sector, including the United Nations Convention on the Rights of Persons with Disabilities
- An excellent standard in planning, organising, prioritising and meeting deadlines.
- An excellent level of proficiency in written and presentation skills.
- Ability to gather and analyse complex information and consider the range of options available.
- Strong numerical, analytical skills and attention to detail.
- Excellent teamwork and collaborative skills.
- Interpersonal skills that enable you to work with people at all levels and develop strong relationships with key stakeholders.
- Willingness to assume responsibility, ownership and accountability.
- A track record of delivering projects in a complex multi stakeholder environment, as relevant to this role.
- Full Clean Drivers Licence which qualifies the candidate to drive on Irish roads is essential.

The following would be desirable in a candidate:

- 5 years post graduate experience, three of which should be relevant to the disability or community and voluntary sector.
- Experience in the development of policy position papers and research reports in the area of disability.
- Proven ability in developing and implementing project plans in response to national strategy and policy.
- Previous experience in supporting people with Intellectual Disability and Autism to share their views.
- Proficiency and relevant experience of using IT based tools/programmes to enable effective delivery of this role, for instance SPSS®, Survey Monkey®, Qualtrics™.

The successful applicant will need to hold:

- A commitment to the values, aims and ethos of the UN CRPD
- Excellent communication & interpersonal skills.
- A high level of analytical skills
- High integrity and ethics at work
- Commitment to Excellence

Duties and Responsibilities

1. Maintain up-to-date knowledge on the evolving policy and legislative landscape relevant to people with intellectual disabilities, their families and the service providers that support them. Areas of focus include UNCRPD; children's supports; housing; education; employment; decision-making; sexuality; supported independent living; and health.
2. Support members in developing National Federation-wide policy positions: bringing together topic-relevant specialists/experts from within the National Federation to gather and collate feedback; and develop submissions and consultation papers in response to developments in policy and legislation relevant to service provision for people with Intellectual disability at a national level.
3. Liaise with external topic specialists to inform National Federation consultations (e.g., in relation to legislative development, research methodologies, data protection, etc).
4. Gather and present evidence in relation to policy development and impact.
5. Gather and analyse data from the Data Census of National Federation members in order to inform future evidence-based consultations, position papers etc.
6. Support members to stay informed on policy developments and in their implementation of national policy and practice. Organise briefings on key policy areas for National Federation members.
7. Organise seminars and workshops for the wider disability sector, where relevant, on key areas of research, policy and practice.
8. Advise members of relevant information from external agencies including funding opportunities, and changes in guidance/legislation re key policy areas.
9. Participate on working groups and committees of external organisations and State Bodies as appropriate in order to represent the views of the members in relation to key policy areas. These include, but are not confined to representation on:
 - Committees of national bodies (HSE, NDA, Government Departments), and
 - Cross sectoral sub-groups such as Housing, Transport, Employment, etc.
10. Develop initiatives that support members in implementation of policy in key areas relevant to members, the people we support and their families. Examples of such work include:
 - Support members in relation to the implementation of the Assisted Decision-Making Act.
 - Support the Working Group on Health Outcomes for Older Adults with Intellectual Disability
11. Communicate effectively with members and external partners, stakeholders and the public in a manner that represents the culture, values and goals of the National Federation.
12. Manage workload to ensure that priority items are dealt with in a timely and efficient manner and that deadlines are met while ensuring that daily objectives are also progressed.
13. Respond to the priorities for action agreed by the Board of the National Federation.
14. Provide updates on the work undertaken for the National Federation's quarterly General Assembly and as required for Board meetings.

Other duties

- Perform other duties that may be assigned by the Chief Executive (or designate).
- Travel to meetings in other locations as required.
- Maintain good working relationships with our Board, member organisations, and key external stakeholders.
- Respond to queries from National Federation members and external stakeholders.
- Work collaboratively with Secretariat team members.
- Participate in team meetings, review sessions and planning events as required.

- Support the development of reports, presentations and documentation (including National Federation position papers and submissions, budget campaigns, Annual Report and Service Plan).
- Contribute to maintenance of National Federation website (www.fedvol.ie)
- Support people on job placement including people job readiness and job placement where relevant.
- Support student placement where relevant to the area of policy and research.
- Our member organisations support people with intellectual disabilities and autism. You will be required to contribute to providing a welcoming, inclusive and accessible environment that supports people with intellectual disabilities and autism to participate in the work of the Federation, respectful of the rights, equality and dignity of the person.
- As part of the environment of the National Federation and for their own self-development, the holder of this post is required to participate in on-site and/or external training as required.

The role of the post holder will not be limited by reference to this job description. It would be expected that the role will evolve as professional, sectoral and member organisation needs change and the post holder will be expected to demonstrate flexibility skills that will facilitate this.

PARTICULARS OF EMPLOYMENT

Research and Policy Officer (Grade VI)

1. Tenure of Employment

The post is Permanent Full Time, subject to 6-month probationary period.

2. Location

Oranmore, Galway with the possibility of some remote working flexibility.

3. Driving Licence

A full clean driving licence which qualifies the candidate to drive on Irish roads is essential.

4. Garda Clearance / Police Clearance

Garda Clearance is a requirement for employment in the National Federation of Voluntary Service Providers. (This will be processed via the National Federation in conjunction with the successful candidate). Police Clearance is also required for candidates who have lived abroad for over six months.

5. Remuneration

*The salary for Clerical/Admin Grade VI is aligned to Department of Health Consolidated Scales, and is remunerated as per national Section 39 Pay Restoration Process.

6. Hours of Work

Full time, 37 hours per week Monday to Friday with a requirement to be available outside normal office hours on occasions.

7. Annual Leave

The annual leave attached to this post is 30 days.

8. Pension Scheme

The successful candidate will become a member of the National Federation of Voluntary Service Providers' Pension & Life Assurance Scheme. This is a contributory Pension Scheme.

Informal enquiries to Alison Harnett on 091-792316/ alison.harnett@fedvol.ie

**Closing date for receipt of completed application forms together with CV to info@fedvol.ie
is 5pm on Friday 7th January 2022**

Shortlisted candidates will be required to give a short presentation to the Selection Board and to undertake a brief writing task during interview.

**Given the current COVID-19 restrictions, interviews for this post may take place via MS Teams,
Date to be confirmed.**

The National Federation of Voluntary Service Providers is an equal opportunities employer

