

**EDUCATIONAL RESEARCH CENTRE (ERC)
VACANCIES FOR FULL-TIME RESEARCH ASSISTANT POSTS (3)**

- **(Post 1) Research Assistant – large-scale analysis and online assessment** (fixed term)
- **(Post 2) Research Assistant – Irish language**, initial work involving the **Gaeltacht Recognition Scheme Evaluation** (permanent)
- **(Post 3) Research Assistant – General** (to fulfil a variety of purposes, both fixed term and permanent).

All applicants should have an honours degree (1 or 2:1) in a relevant discipline (e.g., psychology, statistics, data analytics, education, social science). It is **desirable** that candidates have a postgraduate degree in a relevant discipline; experience of research (especially research involving large-scale studies, including liaising with schools and the statistical analysis of large-scale survey data); knowledge of the development of standardised tests; and/or a full driving licence.

SALARY SCALE: €33,710 – €46,628

One or more panels will be formed from which future similar vacancies may be filled. The panels will remain in place for 12 months from the closing date for applications and may be extended for a further 6 months.

Appointments are made on either a fixed-term (specified purpose) or permanent basis (depending on the ERC's Programme of Work) subject to successful completion of a 6-month probation period.

It is anticipated that interviews will be held within two weeks of the closing date. Shortlisting will apply.

Applications **must** include:

- cover letter that describes how the applicant's skills and experience meet the requirements for the post(s)
- curriculum vitae
- names and contact details of two referees
- indication of which of the posts is being applied for (with applications for multiple posts possible): i.e. (1) analysis and online assessment, (2) Gaeltacht / Irish language, or (3) General.

CLOSING DATE: 5.00 PM, TUESDAY MARCH 10, 2020.

to: vacancies@erc.ie

or by post: Vacancies, Educational Research Centre, DCU (St Patrick's Campus), Drumcondra, D09 AN2F.

(Emailed applications should generate an automated response – if you do not receive a response shortly after you submit your application, contact Patricia Gaffney at 01 837 37 89.)

Job Specification

Background

The Educational Research Centre (ERC) was established as a Statutory Body in accordance with the Education Act (1998) in September 2015, but has been in existence since January 1966, and is located on Dublin City University's (DCU) St Patrick's College Campus in Drumcondra. Research is carried out at the request of the Department of Education and Skills or other agencies (e.g., NCCA or NCSE) and on the initiative of ERC staff. The ERC also provides an assessment service to the education system by, for example, developing and distributing standardised tests for use by schools. Further information is available on the ERC's website at www.erc.ie.

The Posts

Successful candidates will be assigned to one or more research, evaluation or test development projects in the ERC's work programme.

Appointments are made on a permanent or fixed-term basis (depending on the ERC's Programme of Work) subject to successful completion of a 6-month probation period.

Required by all candidates, whether applying for Posts 1, 2 and/or 3 (core requirements):

- An honours primary degree (1 or 2:1) in a relevant discipline (e.g., psychology, statistics, data analytics, education, social science)
- Statistical analysis skills (including proficiency in SPSS or similar)
- Excellent writing ability
- Excellent interpersonal and communication skills, especially the ability to liaise with schools and other educational institutions and/or bodies
- Excellent planning and organisational skills
- Excellent personal effectiveness, flexibility and problem-solving
- The ability to work both on own initiative and collaboratively.

and at least two of the following:

- A post-graduate degree in a relevant discipline (e.g., psychology, statistics, data analytics, education, social science)
- High level of proficiency in spoken and written Irish
- Experience of database management
- Experience of working in a research environment
- Knowledge of educational issues
- Knowledge of the construction and standardisation of psychometric tests.

A current full clean driver's license and access to a car for occasional work-related purposes are desirable, but not essential, for **all** applicants.

Desirable skills/experience by post (in addition to what is specified on the previous page):

(1) Analysis and online assessment

- Experience working with Microsoft Excel or other application to produce charts and other output for reporting of numeric survey or assessment results.
- Ability to work with linked database applications, such as Microsoft Access.
- Experience working in an administration or co-ordinating capacity on a large-scale online testing programme, preferably at primary/post-primary level.

(2) Gaeltacht / Irish language

- Fluent in spoken Irish and high level of accuracy in written Irish.
- Experience in developing and/or administering Irish language survey questionnaires or school-age test instruments.

Main Duties

All successful candidates may be expected to:

- Assist with general administrative work related to projects (e.g. liaison with schools and other agencies/bodies)
- Prepare or adapt instruments (e.g., tests, questionnaires) to be used in projects
- Assist in the management of databases
- Attend meetings (possibly occasionally abroad) and liaise with external agencies in relation to assigned projects
- Conduct literature searches and reviews
- Conduct data processing and data coding activities under supervision
- Conduct statistical analysis (e.g., using SPSS, HLM, MPLUS) under supervision
- Assist in report writing
- Undertake any other duties as may be assigned from time to time.

Salary Scale: €33,710 – €46,628

Appointments will be made on the Research Assistant Scale to the Public Sector at a point in line with current Government Pay Policy, with new entrants commencing at the first point of the scale.

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The ERC provides a flexible, dynamic and challenging working environment and is an equal opportunities employer.