



Foras Taighde ar Oideachas
Educational Research Centre

CANDIDATE INFORMATION BOOKLET

DATA MANAGER

(PERMANENT, FIXED TERM AND SPECIFIED PURPOSE CONTRACTS PANEL)

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. The ERC has a dual remit - providing standardised tests and supports to schools, and conducting educational research and evaluation studies.

The programme of work of the ERC includes:

- Management, delivery and reporting of large-scale national and international assessments (e.g. [PISA](#), [PIRLS](#), [TIMSS](#), [NAMER](#))
- The development and standardisation of tests to primary and post-primary schools
- Independently-initiated research.

Further information on the work programme of the ERC can be found [here](#).

The offices of the ERC are located in Drumcondra, Dublin 9. The ERC currently employs 70 researchers, analysts and support staff, who work together in small collaborative teams to deliver on the ERC's mandate. The ERC engages with various public bodies in its research projects, and participates in a range of advisory and steering committees, both national and international.

The ERC is an equal opportunities employer and provides a flexible, dynamic and challenging working environment. It is committed to attracting, recruiting, developing and retaining the highest calibre of staff to build a diversified, supportive, innovative and inclusive workforce. The ERC provides a flexible, dynamic and challenging working environment, supports equality of opportunity, diversity and

inclusion and encourages people from underrepresented groups to make applications.

Candidates requiring reasonable accommodation with job applications or with interview processes can contact the ERC in any of the following ways (being mindful of the deadline for application):

- ✓ Email hr@erc.ie (please reference the post you are applying for).
- ✓ Call 01 837 37 89 and request to speak to Niamh Goucher.
- ✓ Write to: HR Dept., ERC, DCU St Patrick's College Campus, Drumcondra, Dublin 9, D09 AN2F.

Candidates who wish to avail of reasonable accommodations may be asked to submit a report from a medical professional to help determine suitable accommodations.

Job Specification

The ERC is creating a panel of **Data Managers** for future vacancies across the organisation. Panels will cover permanent, fixed term and specified purpose posts. All posts are subject to the completion of a probation period.

As well as a rewarding and challenging career, some of the benefits the ERC offers include:

- Competitive salary, (Pay increases will be awarded annually subject to satisfactory performance)
- Public Sector pension
- 25 days of annual leave per year
- Flexible working arrangements, with a commitment to work-life balance and a family-friendly workplace
- Further education and training opportunities
- Access to travel tax saver scheme and cycle to work scheme.

The position of Data Manager is an exciting and challenging role for an individual who has a strong academic background and interest in the study and analysis of the Irish education system.

Data Managers will work closely with Research Fellows and Research Associates (senior researchers) on a range of research and operational matters related to large-scale national and international assessments, evaluation, and test development studies. Successful candidates will be assigned to one or more projects in the ERC's work programme.

Key elements of the role:

Working collaboratively with the project team, the Data Manager will typically be involved in the following tasks:

- Collaborate with researchers to design and implement data management plans for research projects including data collection, cleaning, verification, and validation as well as preparing procedures for data entry and submission of data to national and international agencies.
- Using statistical software and analytical tools to extract, clean, analyse and verify data to support research projects.
- Provide leadership, technical support, and project coordination to research projects with a significant data management component.
- Working with researchers across the ERC to provide methodological, research and data analytics support.
- Providing statistical outputs and responses to data requests from stakeholders.
- Initiate, oversee, and document data quality procedures including data audits and data quality reviews.
- Contribute to sampling procedures across research projects
- Assist in developing, documenting, and maintaining standard operating procedures for data management in the ERC.
- Working independently to manage the on-going delivery of research projects.
- Contribute to the publication of data by the ERC.
- Attending and contributing to project meetings.
- Liaising effectively with the administrative team and senior management as required, as well as external stakeholders.
- Ensure data management of projects is carried out in line with relevant data protection legislation
- Providing support to other Centre projects as needed.
- Undertaking any other duties as may be assigned from time to time.

This role requires high attention to detail, drive and commitment, capacity to respond to competing priorities, collaborative working style, and an open-minded and flexible approach to problem solving. The post may require occasional national (regional) and/or international travel.

The successful candidate will be encouraged to participate in training and upskilling to maintain and enhance levels of knowledge and expertise.

Applicants should note that the above is a general guide to the role of Data Manager and is not an exhaustive description of the duties which are associated with the role or tasks which may be assigned to the role in the ERC. Applicants should also note that additional duties may be assigned.

The post of Data Manager is awarded at the Research Associate grade.

Capabilities:

In carrying out the above duties, the candidate is expected to perform to a high standard across the following areas of capabilities/competencies:

- *Evidence Informed Delivery*
- *Building Future Readiness*
- *Leading and Empowering*
- *Communicating and Collaborating*

Person Requirements:

At the time of submitting their application the successful candidate must be able to demonstrate evidence of:

Essential Requirements for Data Managers
A post-graduate degree to Masters or PhD level in data science, statistics, economics, or a related discipline (e.g., business information systems).
At least 3 years experience in managing and analysing large datasets, to support policy in the field of education or other sector.
Strong IT skills (particularly: a good working knowledge of MS Office), excellent knowledge and experience in using Microsoft Excel and Access as well as experience

working with complex spreadsheets and statistical software (e.g., SPSS). Ability to learn to use novel/customised software quickly.
Excellent planning, organisational and oral and written communication skills, including an ability to communicate effectively and diplomatically with a range of stakeholders.
Ability to work both on own initiative and work as part of a team.
A focused, flexible and collaborative approach to meeting project deadlines and capacity to respond to competing priorities.
Evidence of strong personal effectiveness, flexibility and problem-solving.
High attention to detail.
Desirable Requirements for Data Manager
Advanced knowledge of data storage modelling or analysis using Microsoft Power BI and PowerApps
Fluency or proficiency in the Irish language.
Experience in the administration of large-scale projects, preferably in education.
Demonstrated ability/experience in written reporting of large-scale assessment or survey datasets.
Experience in multivariate analysis of large-scale national assessments or surveys.
Good understanding of key concepts and principles of survey sampling and weighting.
Demonstrated ability/experience in managing study teams.

Following recruitment, panels of successful candidates will be created. Applicants may be placed on one or more panels, depending on which panel(s) they apply or qualify for. Decision of which panel will be used at time of appointment will depend on the requirement of the relevant project to which the post is assigned. Appointments will be made on a permanent, fixed term or specified purpose basis depending on the vacancy. The panels will remain in place for 12 months from the date of their creation or until their expiry (whichever occurs first) and may be renewed once for a further 6 months.

Citizenship Requirements:

Candidates must fall under one (or more) of the six criteria below at the date of submitting their application:

- A citizen of the European Economic Area. The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the UK under the protection of the Common Travel Area
- A citizen of Ukraine who has received a letter confirming they have been granted Temporary Protection under the EU Directive.
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4; or
- A person awarded international protection under the International Protection Act 2015 or any family member entitled to remain in the State as a result of family reunification and has a stamp 4; or
- A non-EEA citizen who is a parent of a dependent child who is a citizen of, and resident in, an EEA member state or Switzerland and has a stamp 4.

Benefits and conditions

Salary Scale:

The appointment will be made on the Research Associate Scale of the ERC (€59,200 - €86,495 -Personal Pension Contribution (PPC) Scale), at 1st June 2026 at a point in line with current Government Pay Policy, **with new entrants commencing at the first point of the scale**. Different terms and conditions may apply if, immediately before appointment, the successful candidate is a currently serving civil/public servant.

Pension:

Superannuation terms and conditions as prevailing in the ERC at the time of being offered an appointment. In general, and except for candidates who have worked in a pensionable (non-single scheme terms) public service job in the 26 weeks prior to appointment, this means membership of the Single Public Service Pension Scheme ("Single Scheme"). However, in the latter scenario, some exceptions may apply.

Annual Leave:

The annual leave allowance for the position of Data Manager is 25 days. This allowance is subject to the usual conditions regarding the granting of annual leave in the civil service, is based on a five-day week and is exclusive of the usual public holidays.

Place of Attendance:

The appointee for this role will be based in the ERC's offices in Drumcondra, Dublin. The ERC operates a hybrid working model with staff dividing their working time between the ERC's offices and a specified remote location. The option to work remotely will depend on the requirements of the relevant project. Further information is available upon appointment.

When absent from home and place of employment on official duty, the appointee will be paid appropriate travelling expenses and subsistence allowances, subject to normal civil service/public sector regulations.

Tenure and Probation:

In the event of appointment to a permanent, fixed term or specified purpose position with the ERC the appointee must serve a probationary period, which normally will last for 6 months. If at any time during this period it appears that the appointee would not be suitable for final appointment the employment will be terminated.

Hours of attendance:

Hours of attendance will amount to not less than 35 hours net per week. The appointee will be required to work such additional hours from time to time as may be reasonable and necessary for the proper performance of their duties subject to the limits set down in the working time regulations.

How to Apply

Only applications submitted electronically will be accepted. Applications will not be accepted after the closing date and time.

THE CLOSING TIME AND DATE FOR APPLICATIONS IS: 5.00 p.m. (Irish time), 31st August 2026.

Applications must include:

- 1: A short cover letter (500 words max) explaining why you are applying for this position and how your qualifications and experience align with the requirements of this position.
- 2: An up-to-date CV of no more than **four pages** in length which includes the names and contact details (phone number and email) of two referees.

All documents must be submitted in Word or PDF format. Files sent by email as links to documents in shared cloud-based servers will not be accepted for security reasons.

Completed applications should be submitted to: vacancies@erc.ie, quoting '**Data Manager Panel**' in the subject heading.

Candidates who apply may be placed on one or more panels. However, candidates may be ranked higher on one panel than the other and inclusion on one panel does not guarantee inclusion on other panels created through this recruitment process.

If you do not receive an acknowledgement of receipt of your application to vacancies@erc.ie within 24 hours of applying, please contact our HR team at hr@erc.ie. Subject to the provisions of the Freedom of Information Act, 1997 as amended, applications will be treated in strict confidence.

Communications:

Campaign updates will be issued to the email address supplied with your application. The onus is on each applicant to ensure that they are in receipt of all communication from the ERC. Candidates are advised to check emails on a regular basis throughout the duration of the competition. In addition, candidates should check junk/spam folders should any emails be mistakenly filtered. The ERC accepts no responsibility for communication not accessed or received by a candidate.

Selection Process:

The selection may include shortlisting of candidates on the basis of the information contained in their application. An expert Interview Board will examine the applications against pre-determined criteria based on the requirements of the position. The selection process may include one or more of the following:

- Shortlisting on the basis of cover letter and CV
- Interview(s)
- Presentation or any other tests or exercises that may be deemed appropriate
- Language/communication test (oral and/or written).

Where Irish language fluency is a requirement for a position or applicants confirm a level of fluency in the Irish Language, shortlisted candidates may be invited to complete a separate assessment (written and/or oral) in Irish, in addition to interview.

Shortlisted candidates will be invited to interview(s) to be scheduled between two and four weeks after the closing date for applications, or as close as possible to this timeline. Shortlisted candidates will be provided with further information and guidelines on the selection process at least one week in advance of interview to facilitate preparation.

Notification of interview date and time will be issued to the candidates at the email address provided in their applications. Candidates should make themselves available on the date(s) specified by the ERC and should make sure that the contact details specified on their application are correct.

Candidates who do not attend for interview or any other element of the selection process when and where required by the ERC, or who do not, when requested, furnish such evidence as the ERC requires in regard to any matter relevant to their candidature, will have no further claim to consideration.

The ERC reserves the right to conduct interviews either remotely online or face-to-face as circumstances require, and also to require candidates to attend a second interview and/or complete further assessments or tests as it deems appropriate and necessary following the first interview.

The preferred candidate will be offered the position subject to satisfactory reference checks. Referees will **not** be contacted without the candidate's prior agreement.

Panel:

Arising out of this competition, the ERC may create a panel or panels from which future similar vacancies may be filled. Where a panel is created, the ERC reserves the right to decide that only a certain number will be placed on that panel. Qualification and placement on a panel is not a guarantee of appointment to a position.

Candidates not appointed at the expiry of a panel (12 months following its creation in this instance with the possibility of extension for a further six months) will have no claim to a position thereafter because of having been on the panel.

Once an offer of a specified purpose or fixed term appointment has been declined, the candidate may remain on the panel until the expiry of the panel for permanent positions only (that is, the candidate will not be offered any other specified purpose or fixed term position).

Once an offer of a specified purpose or fixed term appointment has been accepted, the candidate may remain on the panel until the expiry of the panel for any other specified purpose, fixed term or permanent appointment which becomes available.

Once an offer of appointment to a permanent position has been accepted or declined by a candidate, the candidate will no longer remain on the panel in question and the ERC may select another person for appointment on the results of the selection process. More detailed information will be provided to successful candidates.

Other Important Information:

The ERC will not be responsible for refunding any expenses incurred by candidates. The admission of a person to a competition, or invitation to attend interview, or a successful result notification, is not to be taken as implying that the ERC is satisfied that such a person fulfils the requirements or is not disqualified by law from holding the position and does not carry a guarantee that your application will receive further consideration.

It is important, therefore, for applicants to note that the onus is on them to ensure that they meet the eligibility requirements for the competition before attending for

interview. If essential entry requirements are not met but applicants nevertheless attend for interview they could be put to unnecessary expense.

Prior to recommending any candidate for appointment to this position, the ERC will make all such enquiries that are deemed necessary to determine the suitability of that candidate. Until all stages of the recruitment process have been fully completed, a final determination cannot be made, nor can it be deemed or inferred that such a determination has been made. Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises, the Interview Board may, at its discretion, select and recommend another person for appointment on the results of this selection process.

Research positions may require visits to schools and successful candidates will be required to undergo Garda Vetting for the delivery of such roles. Any offer to a successful candidate is subject to that candidate achieving full and clean Garda Vetting and the ERC reserves the right to withdraw any offer of employment or terminate any contract of employment should a successful candidate fail to achieve full and clean Garda Vetting. Successful candidates should be aware that, and as will be provided in the contract of employment, the ERC may terminate the contract of employment for such role should that person fail to provide full and clean Garda Vetting at any time during appointment.

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.

Data Protection Acts, 1988 and 2003; GDPR 2018

When a candidate's application form is received, the ERC will create a record in the candidate's name, which contains much of the personal information supplied. This personal record is used solely in processing the candidature and should the candidate be successful certain information provided will be retained going forward. Such information held is subject to the rights and obligations set out in the Data Protection Acts, 1988 & 2003 and in the General Data Protection Regulation (GDPR), 2018.

To make a request under the Data Protection Acts 1988 & 2003/GDPR 2018, please submit your request in writing to the Data Protection Officer at Data.Protection@erc.ie. Ensure that you describe the records you seek in the greatest possible detail to enable us to identify the relevant record.