

Job title:	Research Assistant
Location:	Base Location is flexible however some travel will be necessary.
Reports to:	Internal Lead
Purpose:	Coolmine TC urgently require a highly competent and skilled Research Assistant to complete a number of internal research projects to strict deadlines.
Job Type:	Fixed Term (6 months contract) – this may be extended following the completion of internal projects.
Salary:	Competitive salary will be based on experience.
Contact Person	karl.mooney@coolminetc.ie
Application Ref.	HR/CRK/ADS/RA/0822

Coolmine is a leading drug and alcohol treatment centre providing community, day and residential services to men and women with problematic substance use and their families in Ireland. Established since 1973. Coolmine Therapeutic Community believes that everyone should have the opportunity to overcome addiction and lead a fulfilled and productive life.

We urgently require a highly competent and skilled Research Assistant to complete a number of internal research projects to strict deadlines. The appointee will report into an internal lead within Coolmine and will be supported by a well-established Research Advisory Group. In addition, the appointee will work with Principal Investigators to deliver on specific projects.

Role Responsibilities: (Include, but not limited to)

- Conduct literature reviews
- Collect and analyse data
- Prepare materials for submission to granting agencies
- Prepare interview questions
- Recruit and/or interview subjects
- Maintain accurate records of interviews, safeguarding the confidentiality of subjects, as necessary
- Analyse and code interviews
- Manage and respond to project related email
- Attend project meetings
- Attend seminars, conferences and other meetings as necessary
- Summarise project results
- Prepare progress reports
- Prepare other articles, reports and presentations
- Monitor the project budget
- Travel to field sites to collect and record data as appropriate to the specific objectives of the study

- Develop or assist in the development of interview schedules; contact potential subjects to introduce and explain study objectives and protocol and to arrange interviews, either in person or by telephone
- Identify and compile lists of potential research subjects in accordance with study objectives and parameters, as appropriate to the individual position
- Collect and analyse quantitative data sets
- Review and edit data to ensure completeness and accuracy of information; follow up with subjects to resolve problems or clarify data collected
- Perform miscellaneous job-related duties as assigned
- Prepare findings for publication and assist in laboratory analysis, quality control, or data management
- Write and contribute to publications
- Develop research protocols
- Assist with preparation of all educational and training workshops and knowledge exchange (KE) strategies
- Engage clinical and community partners in research

Person Specification:

Qualifications

- A level 9 degree in Social Science or a cognate discipline with relevant experience of the drug and alcohol sector is essential

Experience:

- Experience of mixed methods (qualitative and quantitative) research is essential
- Experience of publishing in peer-reviewed journals is essential
- Proven ability to manage large and complex databases and develop summary tables and charts

Personal Attributes Essential:

- Ability to work with all levels of staff in responding to a wide range of inquiries
- Ability to use discretion and sound judgement when dealing with confidential information
- Solid organisational and data management skills with the ability to handle several responsibilities and work to deadlines

Application Process:

Interested candidates who meet the Person Specification requirements should send their CV & cover letter with application reference code to Karl Mooney, HR Coordinator at karl.mooney@coolminetc.ie

Please quote this application reference **HR/CRK/ADS/RA/0822**.

The closing date for applications is **5pm Friday 2nd September 2022**.

Coolmine Therapeutic Community is an equal opportunities employer.