



Research Assistant
Adoption Authority of Ireland

Background

The Adoption Authority of Ireland is seeking a research assistant for a 12 month contract.

The Authority is a quasi-judicial, independent body, responsible for granting domestic adoption orders and for recognising intercountry adoptions granted outside of the State. The Authority also grants Declarations of Eligibility and Suitability to persons, habitually resident in Ireland, who wish to adopt in Ireland or abroad. It is the national central authority for adoption under the 1993 Hague Convention on Protection of Children and Co-operation in Respect of Intercountry Adoption.

For more details on the work of the Authority, refer to the website www.aai.gov.ie.

Temporary Research Assistant Post:

A temporary research assistant is required to provide support to the Authority's Research Officer in implementing a pre-determined research strategy which covers a number of different areas of adoption. This is an excellent opportunity for an early-career researcher to gain experience in real-world data collection and analysis.

Essential:

- Applicants must hold a relevant Masters in psychology, sociology, social work or a cognate discipline
- Experience in quantitative/qualitative data collection, cleaning and analysis
- Good working knowledge of SPSS/MS Excel

Desirable:

- Experience of conducting direct research with children/young people/vulnerable populations including focus groups
- Up-to-date knowledge of remote/online data-gathering techniques (e.g. online, via Whatsapp, SurveyMonkey etc.)
- Academic understanding of the area of adoption
- Experience in coding of qualitative data
- Experience using NVivo qualitative analysis software

The successful candidate should have good interpersonal and communication skills, strong analytical skills, and be able to work pro-actively and independently.

Contract

The contract will operate initially for a 12-month period. Following this period, and subject to satisfactory performance, the Authority may at its sole discretion extend the term of the contract for a further period of 12 months.

Data Transfer Procedure

An encrypted laptop will be provided for all work purposes, including receiving and reading sensitive information via a secure Adoption Authority email address.



Fees

Salary: €30,242 per annum, based on a 5 day working week. Invoices should be submitted on a quarterly/monthly basis.

AAI will be required to ensure the successful candidate is compliant with tax; we will do this by way of obtaining an up to date tax clearance certificate. This can be obtained by registering with the Revenue Commissioners.

NB: The Adoption Authority's offices remain open at this time. The successful candidate will be **office-based** in the Authority's offices in Shelbourne Road, with some potential for flexibility. The offices are fully Covid-19 compliant with all necessary protocols in place.

Application Process

Please send a CV and expression of interest before **midday 12pm on Wednesday 7th July 2021** to: judy.lovett@aai.gov.ie, with "Research Assistant Post" in the subject line of the email. Questions about the role can be directed to judy.lovett@aai.gov.ie/01-2309317.

Interviews will be held in mid-late July **via Skype/Zoom**.

Selection Methods

The Adoption Authority will convene an expert panel to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed will include:

- Shortlisting of candidates on the basis of the information contained in their application;
- A competitive preliminary interview.

Prior to recommending any candidate for appointment to this position, the Authority will make all such enquiries that are deemed necessary to determine the suitability of that candidate, including Garda vetting. 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.