



Research Data Analyst

Dublin Region Homeless Executive

2 Year Fixed Term Contract

Background and Role Summary

The Dublin Region Homeless Executive (DRHE) is a shared service specialist statutory structure supported by the Department of Housing, Planning and Local Government, the four Dublin Local Authorities (Dublin City Council, South Dublin County Council, Fingal County Council and Dun Laoghaire Rathdown County Council) and the HSE. It is charged with addressing the needs of people who are experiencing homelessness in the region. The DRHE office is located in the lead statutory local authority in Dublin region, Dublin City Council.

The DRHE is responsible for the planning, co-ordination and administration of funding in relation to the provision of quality services to people who are homeless in the Dublin region, and for the development of responses to prevent homelessness. It works in partnership with a range of voluntary and statutory agencies which are funded to deliver services in line with the *Pathway to Home* model of integrated services using a housing led approach.

The DRHE supports an on-going research and data analysis programme. The work relies on the use of extensive administrative data, particularly real-time data captured on accommodation usage and support provision via the PASS (Pathway Accommodation and Services System) database. PASS is an online system that provides 'real-time' information in terms of homeless presentation and bed occupancy across the Dublin region and support engagement. It is used to generate statistical information on the homeless population profile, use of services and exits to tenancies and monitoring progress towards the realisation of a range of national and regional targets and goals.

The Housing Agency supports this research programme.

We are now seeking applications for a **Research Data Analyst**. This position will be based in the Dublin Region Homeless Executive Offices in Wood Quay, Dublin 8 and is for an initial period

of two years and may be extended for up to one year, depending on work requirements and funding.

Duties & Responsibilities

- Gather, prepare and analyse data from PASS and various databases and sources
- Develop and present reports and visual representations
- Develop and/or maintain databases
- Perform statistical and/or mathematical programming
- Utilise various statistical software packages to summarize and interpret statistical results
- Provide consultation, technical assistance, training and coordination for a wide variety of database and report users
- Advise and assist staff in determining the appropriate data collection tools to gather data outside the PASS system
- Design, implement, and coordinate study activities as and when required
- Supervise student placements and commissioned research projects

Personal/educational requirements

- An appropriate third level qualification to Masters Level in a relevant discipline such as social policy, sociology, statistics, geography, urban and regional planning and/or economics.
- Very strong computer skills in SPSS, Excel, PowerPoint, Word and Outlook.
- Good report writing and communication skills critical

Competencies

- **Quantitative and qualitative research** – proven experience of using data analysis systems (SPSS or equivalent) and, in particular, preparing large data-sets for analysis and managing large-scale data-collection exercises utilising volunteers.
- **Analytical skills** – proven policy/research skills with excellent attention to detail.
- **Organisational Skills** - excellent task (or project) management skills together with an ability to work on multiple tasks (or projects) simultaneously to meet agreed deadlines.
- **Teamwork** – able to build positive working relationships with colleagues and external stakeholders.
- **Specialist Knowledge** - good understanding of the homelessness and housing legislative/policy framework in Ireland.

Salary:

The salary scale for the post of Research Data Analyst is (LA Salary Scales):

€46,770 - €47,898 - €49,260 - €51,818 - €53,345

- LSI 1 €55,246
- LSI 2 €57,157

Appointment will be made on the entry point of the scale, in line with current Government policy. Different terms and conditions may apply if immediately before appointment you are a currently serving civil/public servant.

Closing Date: Tuesday, 30th July 2019 at 12.00 noon.

Application Procedure:

- Applications should be submitted via email to recruitment@housingagency.ie
- Each applicant should submit a covering letter outlining the reasons they believe they are suitable for this role, and a completed Housing Agency Application Form. Applicants will be short-listed on the basis of information supplied.
- Late or incomplete applications will not be accepted.

Should the person recommended for appointment decline, or having accepted it, relinquish it or if an additional vacancy arises the Agency may, at its discretion, select and recommend another person for appointment on the results of this selection process.