CANDIDATE INFORMATION BOOKLET PLEASE

READ CAREFULLY

The NCRI National Cancer Registry Ireland (NCRI) is undertaking a competition to identify suitable candidates for appointment to the position of:

Role Title:	Electronic Cancer Data Registrar (eCDR)
Grade:	Clerical Grade V
Location:	Tallaght, South County Dublin,
Tenure:	18-month Fixed Term Contract
Blended Working:	Minimum 1 day a week in a hospital base Tallaght/South County Dublin and the remainder of the working week spent working from home. Further information can be found in the NCRI Blended Working Policy.
Salary Scale:	€52,758 €54,336 €55,945 €57,591, €59,245 €61,174[1]. €63,110[2].
	Please note that all new entrants to the public service will start at point 1 of the Salary Scale.
Closing date:	5.00pm Friday 4th December 2026

About the National Cancer Registry of Ireland

The NCRI is a publicly appointed body established in 1991 to collect and classify information on all cancer cases which occur in Ireland. (www.ncri.ie).

Our activities include:

- Collecting information on all new cases in Ireland
- Monitoring trends and outcomes in different cancer types
- Promoting the use of information, we collect in research and in the planning and management of services.

The NCRI's mission is to collect, analyse and disseminate comprehensive information to improve cancer outcomes. An overview of the NCRI's objectives and activities may be found in NCRI Strategic Plan 2024 – 2026 (https://www.ncri.ie/publications/strategic-plans).

Role Purpose

To identify, collect and follow-up on all sources of newly diagnosed cancer cases and/or registerable tumours at a national level. To ensure that data is collected in accordance with agreed-upon standards and that it meets the required levels of quality and accuracy.

Key Responsibilities

The responsibilities of the post are:

Data processing

- Analyse and interpret patient information at case level from primarily electronic medical records and hospital databases / systems, to collect specified information on all cases of cancer and/or registerable tumours nationally as assigned.
- Trace and register cases reported to the NCRI via other electronic sources.
- Manage to completion, all queries that arise relating to registered cases.
- When visiting on-site locations, plan and schedule these visits, including data access, to ensure maximum effectiveness and efficiency. Local hospital procedures must be followed when on-site. It is the post holder's responsibility to be aware of these procedures.

Quality and audit

- Maintain the highest quality data standards by ensuring accuracy and compliance with coding standards, guidelines and standard operating procedures as defined by NCRI.
- Perform checks following audits on NCRI data using agreed-upon quality control checks.
- Follow and contribute to the development and maintenance of coding standards, guidelines, and standard operating procedures that are consistent with the highest data collection and processing standards.
- Compile, analyse, report and present data, quality, timeliness, and other key issues outcomes as well as any issues that may arise.

- Maintain own knowledge of relevant policies, procedures, guidelines and practices in order to perform the role effectively and meet work standards.
- Pursue continuous professional development to expand and enhance professional knowledge, including attendance at mandated courses.
- Enhance learning through peer-to-peer presentations.
- Provide support to inexperienced eCDRs.

Other

- Participate in, support, and implement the NCRI's change initiatives.
- Participate in committees and project teams as needed, working collaboratively within own team and with other teams.
- Establish and maintain important relationships with internal and external stakeholders.
- Observe, report, and take appropriate action on any issue that may contribute to the failure to meet own and/or NCRI goals. As needed, escalate issues to the Cancer Data Supervisor or the Head of Cancer Registration.
- Other duties as may be assigned by management from time to time.

This list is not exhaustive, and you may be required to take on other tasks and duties for the proper and effective performance of your role.

Qualifications

The qualifications that are desirable o effectively meet the requirements of the role:

- Have a nursing qualification or other relevant Allied Health qualification to a National Frameworks Qualification (NFQ) level 8.

Knowledge and Experience

The knowledge and experience that is essential to effectively meet the requirements of the role:

- At least 3 years post qualification experience in their field.
- Excellent comprehension of medical terminology as well as an understanding of anatomy and physiology.
- Knowledge of in data entry or data management
- Excellent IT skills to include the MS Office Suite, file and folder management and electronic communications.
- A full clean driving license and own transport is essential as travel will be a requirement of this role.

The knowledge and experience that is desirable to effectively meet the requirements of the role:

- Experience in oncology or cancer coding classifications.
- Knowledge of or experience of Irish hospital patient data systems.
- Previous experience with patient or disease data collection techniques.
- Familiarity with ICDO coding classification
- Familiarity with TNM Classification of Malignant Tumours

Personal Qualities

The post holder must be able to demonstrate the following personal qualities:

Analytical and Administrative Skills

- Excellent analytical and administrative skills.
- An ability to demonstrate compliance with the required standards and ensure sufficient controls and checks are in place.
- Quickly gets up to speed in a complex situation, rapidly absorbing all relevant information/data (written and oral)

Decision Making

- Exercises good judgement, makes well informed decisions in a timely manner; consults with others as appropriate before implementing decisions.

Planning and Organising

- Assumes personal responsibility for and delivers on agreed objectives/ goals
- Effectively estimates time parameters for projects and manages own time efficiently, anticipating potential obstacles and planning contingencies to address these.
- Ensure all outputs are delivered to a high standard and in an efficient manner.
- Use resources effectively, always challenging processes to improve efficiency.
- Excellent attention to detail.
- Experience of working to multiple deadlines

Teamwork, Communication and interpersonal skills

- Promotes co-operation and commitment within a team to achieve goals and deliverables.
- Shapes communication to effectively reach an international audience.
- Professional when dealing with challenging issues.
- Presents information in a confident, logical, and convincing manner verbally and in writing.
- Maintains a strong focus on meeting the needs of internal and external stakeholders.
- Works to establish mutual understanding to allow for collaborative work.

Drive and Commitment to Public Service Values

- Consistently strives to perform at a high level
- Maintains consistent effort under pressure and is resilient to criticism or setbacks at work.
- Demonstrates high levels of initiative, taking ownership of projects and demonstrating self-sufficiency.
- Upholds the highest standards of honesty, ethics and integrity

Specialist Knowledge, Expertise and Self Development

- Clearly understands the role, objectives and targets and how they fit into the work of the unit and Organisation.
- Develops the expertise necessary to carry out the role to a high standard and shares this with others.
- Proactive in keeping up to date on issues and key developments that may impact on own area, the Department and/ or wider public service

Behavioural Expectations

The incumbent of this role is expected to demonstrate NCRI's values and behaviours in in the delivery of

everyday work and interactions with stakeholders and colleagues.

- Respect – We treat everyone with dignity of respect.
- Trust – We honour our commitments.
- Collaboration – We work collaboratively with all our stakeholders.
- Quality – We are committed to continuous quality improvement.
- Enthusiasm – We are passionate about and take great pride in our work.
- Confidentiality – We treat all our patient information with the highest level of data security.

Principal Conditions of Service

Probation:

A probationary period of twelve months applies to this position.

Pay:

Candidates will be appointed on the **minimum point of the salary scale (€52,235)** and in accordance with the Department of Finance guidelines. The rate of remuneration will not be subject to negotiation.

The incremental progression for this scale is in line with Government pay policy. The salary scale for this position is as follows:

€52,758 €54,336 €55,945 €57,591 €59,245 €61,174[1]. €63,110[2].

1. *After 3 years' satisfactory service at the maximum*
2. *After 6 years' satisfactory service at the maximum*

Entry will be at the first point of the scale. An exception may occur where an appointee has been serving elsewhere in the **public service** in an analogous grade and pay-scale. In this case the appointment may be made at the appointee's current point of scale. Please note the rate of remuneration may be adjusted from time to time in line with Government pay policy.

Superannuation:

Pensionable public servants (new joiners) recruited on or after 1 January 2013 will be members of the Single Public Service Pension Scheme. Please note that the Single Public Service Pension Scheme applies to all pensionable first-time entrants to the public service, as well as to former public servants returning to the public service after a break of more than 26 weeks. In certain circumstances, e.g. where the public servant was on secondment or approved leave or remains on the same contract of employment, the 26-week rule does not apply. The legislation giving effect to the Scheme is the Public Service Pensions (Single Scheme and Other Provisions) Act 2012.

For those who are not subject to the Single Public Service Pension Scheme (e.g. those transferring from other public service employment where the break in service, if any, is less than 26 weeks), the terms of the National Cancer Registry of Ireland Superannuation Scheme will apply.

Annual Leave:

Annual leave is 30 days.

Hours of attendance:

Hours of attendance will be fixed from time to time but will amount to not less than 35 per week. The appointee may be required to work 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 under working time regulations.

Blended Working Arrangements

NCRI has introduced a Blended Working Policy to offer more flexible working arrangements to all employees. We aim to strike a balance between being flexible, efficient, and resilient by facilitating blended working where practical, while enabling onsite interaction, collaboration, and support as required.

There may be a requirement to attend the office for more than the allocated number of days for training and onboarding purposes at the start of your tenure and during the probation period. Please note that NCRI Blended Working Policy is aligned to the Right to Request Remote Working legislation when enacted and the government's Blended Working Policy Framework for Civil and Public Service.

Further guidance on NCRI's Blended Working Policy, which includes eligibility criteria will be issued to successful candidate/s.

It is important to note that this is an opt-in policy and must be applied for upon appointment.

Selection Procedure

How to Apply and Closing Date:

An up-to-date CV and Application Form outlining all relevant educational and work experience must be submitted by **5.00pm on Friday 4th December 2026.**

Selection Process:

The National Cancer Registry Ireland will convene an expert board to carry out the competitive stages of the selection process to the highest standards of best practice. The approach employed may include:

- A short-listing of candidates, based on the information contained in their application,
- A competitive competency-based interview which may include a presentation or other exercises
- Any other tests or exercises that may be deemed appropriate.

Normally, the number of applications received for a position exceeds that required to fill existing and future posts. While candidates may meet the eligibility criteria of the competition, if the numbers applying for a post are such that it would not be practicable to progress all candidates to the next stage of the selection process, NCRI may decide that a certain number of candidates based on order of merit in the shortlisting may be called to the next stage of the process.

In this respect, a short-listing process will be employed based on an examination of the application forms and the essential and desirable requirements for the posts, to select a group for the next stage of the process who appear to be the most suitable for the position. It is therefore, in your own interest to provide a detailed and accurate account of your qualifications, experience and competencies as requested on the application form.

Competition updates will be issued to your email address as entered on the application form. The onus is on each applicant to ensure that they are in receipt of all communication. You are advised to check your emails on a regular basis throughout the duration of the competition; in addition, being sure to check junk/spam folders should any emails be mistakenly filtered. NCRI accepts no responsibility for communication not accessed or received by an applicant.

Interview Dates:

The onus is on all applicants who are shortlisted for interview to ensure they are available for interview on the identified date.

Interview Expenses:

The NCRI will not be responsible for any expense, including travelling expenses that applicants may incur in connection with their application for this post.

Citizenship Requirements:

Eligible candidates must be:
(a) A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
(b) A citizen of the United Kingdom (UK); or
(c) A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
(d) A non-EEA citizen who is a spouse or child of an EEA or UK or Swiss citizen and has a stamp 4 visa; or
(e) 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 visa or
(f) 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 the UK or Switzerland and has a stamp 4 visa.

To qualify candidates must be eligible by the date of any job offer.

It shall be the responsibility of the candidate to ensure these permissions are in place.

Information on legislation and guides to the procedures in relation to obtaining green card permits, work permits vvcccbekglhtnbilkuvefvhkuclnvhfcudvnfdjvietj
and spousal/dependant permits are available on the Department of Business, Enterprise and Innovation website. https://dbei.gov.ie/en/What-We-Do/Workplace-and- Skills/Employment-Permits/

Candidates will be required to provide verification of citizenship eligibility and qualifications in a

form acceptable to the NCRI.

Candidate Obligations:

Candidates should note that canvassing will disqualify them and will result in their exclusion from the process.

Candidates must not:

- knowingly or recklessly provide false information;
- canvass any person with or without inducements;
- impersonate a candidate at any stage of the process;
- interfere with or compromise the process in any way.

Where a candidate is found guilty of canvassing or in breach of any of the above, then:

- where they have not been appointed to a post, they will be disqualified as a candidate; or
- where they have been appointed to a post, they shall forfeit that appointment.

Candidates must:

- Have the knowledge and ability to discharge the duties of the post concerned.
- Be suitable on the grounds of character.
- Be suitable in all other relevant respects for appointment to the post concerned – and, if successful, they will not be appointed to the post unless they:
    - Agree to undertake the duties attached to the post and accept the conditions under which the duties are, or may be required to be, performed.
    - Are fully competent and available to undertake, and fully capable of undertaking, the duties attached to the position.
    - Be passed medically fit to take up the appointment.

Prior to appointing:

Prior to recommending any candidate for appointment to this position NCRI will make all such enquires 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 not accept the appointment, or, having accepted it, relinquish it, NCRI may at its discretion, select and recommend another person for appointment on the results of this selection process.

Deeming of Candidature to be Withdrawn:

Candidates who do not attend for interview when and where required by the NCRI or who do not, when requested, furnish such evidence as the NCRI require in regard to any matter relevant to their candidature, will have no further claim for consideration.

Confidentiality:

Subject to the provisions of the Freedom of Information Acts 2014, all enquiries and applications are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in the process.

Data Protection:

Please note that all personal data shall be treated in accordance with the General Data Protection Regulation (GDPR) and Data Protection Acts 1988 - 2018.

Equality:

The NCRI is an equal opportunities employer and welcomes applications from all sections of the community. We do not discriminate based on gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community or family status. If you have a disability and require accommodations to be made during the recruitment process, please contact HR in advance and we would be happy to assist (l.king@ncri.ie).