

## **Job Description & Person Specification**

### **Knowledge Transfer Exchange Project Manager**

**Job Title:** Knowledge Transfer Exchange (KTE) Project Manager (0.5WTE – Specified Purpose Contract)

**Accountable to:** Director of All Ireland Institute of Hospice and Palliative Care

**Reporting to:** Programme Manager for Research

#### **Role and Function of the Knowledge Transfer Exchange (KTE) Project Manager**

The Knowledge Transfer Exchange Project Manager role within AIHPC is to support the Programme Manager for Research in achieving the strategic aims and objectives of AIHPC, working within a multidisciplinary environment across the two jurisdictions (Republic of Ireland and Northern Ireland). A key priority for the individual appointed will be to project manage dissemination, knowledge transfer and knowledge exchange activities and initiatives associated with the Palliative Care Research Network (PCRN), the Early Career Researcher Forum (ECRF) and to support network members in achieving research impact on policy and practice.

Reporting to the Programme Manager for Research, the post-holder will work collaboratively as part of AIHPC's team. The Project Manager will also be supported by the PCRN Project Manager, PCRN members and guided by AIHPC's PCRN Strategic Scientific Committee.

#### **Main tasks**

- Support the implementation of dissemination and knowledge transfer and exchange activities associated with the PCRN, ECRF and AIHPC members.
- Guide and assist with the development and implementation of research dissemination strategies and activities that can move research into policy and practice in palliative care.
- Facilitate PCRN, ECRF and AIHPC members to disseminate research to health and social care professionals, service providers, policymakers, and other researchers and people with life-limiting conditions, family carers, and the public.
- Build collaborative and working relationships with researchers, health and social care professionals, policymakers and key stakeholders.
- Engage with AIHPC Voices4Care members, people with life-limiting conditions, family carers, and interested citizens, to support their participation in, or contribution to palliative care research through public patient involvement activities.
- Represent AIHPC at palliative care related events (e.g., conferences, workshops), and participate as necessary.
- Utilise AIHPC's established websites including The Palliative Hub – Professional and Palliative Hub - Learning Platform and other communication channels (YouTube, Twitter, LinkedIn, Instagram, Facebook, newsletters, and direct mailing lists) as appropriate to promote PCRN, ECRF and AIHPC members research-related activities and disseminate their work and evidence-based innovations.

- Identify research seminars, symposiums, and conferences at which PCRN and ECRF members can promote their work and where appropriate co-author abstract submissions and design poster presentations.
- Support the promotion of the PCRN Annual Symposium, PCRN and ECRF events and Palliative Care Week, annual weeklong awareness raising campaign hosted by AIIHPC.

### **Specific tasks**

#### Project Management

- Support PCRN, ECRF and AIIHPC members with research dissemination; providing guidance, advice, direction, and one-to-one mentoring, as necessary, to support the implementation of successful knowledge transfer and exchange activities.
- Support PCRN and ECRF members to produce online content for The Palliative Hub - Professional to promote their research and findings (e.g., research study web pages, blogs, infographics, podcasts, videos).
- Identify gaps in PCRN and ECRF members' knowledge in research dissemination and co-develop and deliver workshops and eLearning training to support members' research and their professional development.
- Develop educational content for The Palliative Hub - Professional (e.g., reusable learning objects, instructional videos, videos from workshops and post event materials including reports, briefing paper, infographics).
- Maintain regular contact with the PCRN and ECRF members and wider research community including by phone, teleconferencing and email. In addition, provide updates via The Palliative Hub - Professional, newsletters, social media, email alerts, notifications, etc.
- Support PCRN members to develop case studies on examples of implementing research into practice and policy
- Guide and support PCRN and ECRF members to evaluate knowledge transfer and exchange activities and directly monitor and evaluate activities, when possible, for reporting to funders and stakeholders
- Provide updates on PCRN and ECRF research via AIIHPC social media channels and promote the Institute encouraging people to become members of the ECRF and sign up to AIIHPC's newsletter.
- Support the Programme Manager for Research to collaborate with PCRN, ECRF and AIIHPC members on writing grants and funding proposals including leading on writing the knowledge transfer and exchange activities, as appropriate.
- Support the planning and coordinating of the PCRN Annual Symposiums, ECRF seminars and other research-related events.
- Support AIIHPC's Voices4Care members participation in KTE-related activities and events.
- Any other duties as assigned.

#### Other administrative tasks

- Take and type up minutes for research-related meetings

***To provide such other duties appropriate to the post as may be assigned from time to time by the Programme Manager and Director.***

FACTORS	ESSENTIAL	DESIRABLE (May be used for shortlisting)
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of project management including managing a complex workload and working to tight deadlines</li> <li>• Experience of designing and delivering training or workshops to a range of stakeholders</li> <li>• Experience of working in partnership with multiple agencies including academic institutions, clinical settings, and others</li> <li>• Proven facilitation experience</li> <li>• Good attention to detail and strong organisational skills including experience of event and workshop organization</li> <li>• Experience in social media, website management, presentations, and electronic communications</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of patient and public involvement in research</li> <li>• Knowledge and understanding of palliative and end of life care on the island of Ireland</li> <li>• Knowledge of the health systems in Republic of Ireland and Northern Ireland</li> </ul>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree level qualification in one of the following: health, business, public policy, public administration, social science, or education disciplines</li> </ul>	<ul style="list-style-type: none"> <li>• Research based master's level qualification in related area</li> <li>• Hold a higher research degree. i.e., PhD/DPhil or equivalent</li> </ul>
<b>Core competencies</b>	<ul style="list-style-type: none"> <li>• Excellent research, analytical and critical evaluation skills</li> <li>• Excellent presentation, oral and written communications skills, with the ability and confidence to clearly and professionally engage with project partners and stakeholders, particularly researchers</li> <li>• Excellent interpersonal and networking skills</li> <li>• Good office ICT skills. Including experience using PowerPoint, Excel, and other software programs such as Survey Monkey.</li> <li>• Ability to work well within a small dynamic team</li> </ul>	<ul style="list-style-type: none"> <li>• Skills and expertise in dissemination, knowledge transfer and knowledge exchange</li> <li>• Experience in developing reusable learning objects (e.g. in editing podcasts and/or videos)</li> </ul>
<b>Transport</b>	<ul style="list-style-type: none"> <li>• Hold a current full driving license and have access to a form of transport in order to fulfil the functions of the post</li> </ul>	

## **CONDITIONS OF APPOINTMENT:**

AllHPC is committed to treating its Employees equally irrespective of race, religion, age, gender, sexual orientation, marital status, disability, family status and ethnic origin.

**WORKING BASE:** This post is based in Dublin at the AllHPC Office, Education and Research Centre, Our Lady's Hospice & Care Services, Harold's Cross. The post-holder will be required to travel within the Republic of Ireland and Northern Ireland and occasionally outside the island of Ireland as required. Remote working will be considered although there will be an occasional requirement to attend the AllHPC office for meetings.

**SALARY** €45,000 – 48,000 per annum based on full time – role is 0.5 WTE  
The post holder is required to pay to the Institute any fees or other monies (other than inclusive salary) payable to or received by the post holder by virtue of the appointment or in respect of services, which the post holder is required by or under any enactment to perform.

**HOLIDAYS:** 13 days per annum

**HEALTH:** A candidate for and any person holding the post must be fully competent and capable of undertaking the duties attached to the post and be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service. To satisfy the requirements as to health, the successful candidate, before being appointed, shall undergo a pre-employment medical examination.

**CONTRACTUAL HOURS** 17.5 hours per week. The details of starting and finishing times may vary in accordance with Institute needs. There will be times when you will be required to work outside of the normal office hours.

The post will be filled on a 0.5 specified purpose contract basis for 12 months.

### **Superannuation:**

The Institute will make a 7% contribution towards a pension scheme and employee contributions are mandatory at a minimum rate of 7% of gross basic salary.

### **Probation:**

The person shall be on probation for a period of six months, or such longer period as may be determined by the Board of the Institute from time to time and shall cease to hold office at the end of the period of probation unless during such period the Director certifies that the service in the office has been satisfactory.

### **Resignation:**

The post holder must give not less than one month's notice, in writing, of intention to resign from the post.

### **Expenses:**

All expenses incurred related to travel and other work-related expenses will be reimbursed on a vouched basis as determined by the policies of the Institute.

***Other terms and conditions will be in line with the policies of the Institute.***

## APPENDIX 1

### Palliative Care Research Network - Background

#### All Ireland Institute of Hospice & Palliative Care (AIHPC)

All Ireland Institute of Hospice and Palliative Care (AIHPC) is a leading organisation with national and international influence driving excellence in palliative care. AIHPC is a collaborative of hospices, health and social care organisations and universities on the island of Ireland. AIHPC advances education, research, policy, and practice to improve the palliative care experience of people with life limiting conditions and their families. As the palliative care sector's institute, AIHPC is:

- involving service users, carers and communities in palliative care delivery and development
- working to integrate palliative care across the health system so people are supported as early as possible
- supporting the development of specialist palliative care services for everyone who needs them.

One of AIHPC's key achievements is the establishment of the Palliative Care Research Network.

#### Palliative Care Research Network

In 2012, AIHPC established the Palliative Care Research Network (PCRN) to address the need for more collaborative multidisciplinary research in palliative care on the island of Ireland. This network was the first of its kind for palliative care in Ireland. The network has benefited from investment by the Health Research Board (Republic of Ireland) and Health and Social Care R&D (Northern Ireland) to support the development of the PCRN.

The PCRN aims to offer the all-island palliative care research community opportunities to create and engage within a collaborative environment, supporting the development of excellent, high quality, clinically relevant and innovative research projects that reflect, inform, and contribute to the advancement of AIHPC's work programmes.

PCRN Members include leading researchers from AIHPC's partner organisations on the island of Ireland who focus on palliative care research from medicine, nursing, psychology, allied health, health economics, pharmacy, and law disciplines.

In 2013, the Early Career Researcher Forum (ECRF) was launched by AIHPC. The Forum currently has over 200 members and provides members with opportunities to access peer and mentor support, develop links with senior researchers, participate in capacity building workshops and share knowledge across disciplines.

In 2017 the Palliative Care Research Network (PCRN) launched a five-year strategic plan. This strategic plan sets out a direction for the PCRN network, building and strengthening our research community and ensuring that research impacts at the local, national, and international levels. The PCRN Strategic Plan (2017-2022) provides a framework for all those seeking to undertake palliative care research, from early career researchers to those leading and shaping international projects.

For more information: All Ireland Institute of Hospice and Palliative Care at <https://aiihpc.org/> and The Palliative Hub Professional at <https://www.professionalpalliativehub.com/Research>.