

Information Booklet

Injuries Resolution Board – Research Placement

Position: Research Placement Student Specified (Fixed) Purpose

Closing Date for Applications: Friday 26th April 2024

Contact: Dr Lauren Swan, Head of Research and Policy

Email: research@piab.ie

About the Injuries Resolution Board

The Injuries Resolution Board is the public body responsible for resolving personal injury claims in Ireland, through our assessment and mediation services. Around 20,000-30,000 personal injury claims are submitted to the organisation each year, covering road traffic accidents, workplace accidents, accidents occurring in public-settings and Garda compensation claims. The Injuries Resolution Board is a key contributor to public policy, through its publication of data and commissioning of research on personal injuries.

Further details are available on our website: www.piab.ie

About the research placement

We are pleased to invite applications for a paid research placement within the Injuries Resolution Board commencing in June 2024. The research placement will be of 3-6 months in duration and will provide the successful candidate with the opportunity to gain practical experience in applied research, study design and data analysis. Additionally, it will offer the student the opportunity to work with real-world data, with implications for future policy development in the areas of accident prevention, health and safety and public health.

Who should apply?

Students who are currently enrolled in or previously completed a relevant post-graduate programme (e.g. social science, data science or related fields) who are interested in gaining experience in applied research.

What can you expect from a research placement at the Injuries Resolution Board?

The successful candidate will report to the Head of Research & Policy and the placement will involve work on a variety of tasks and projects. This will include the development of a comprehensive dataset on road traffic accidents involving vulnerable road users in Ireland, using data collected by the Injuries Resolution Board. The successful candidate will be

expected to extract, analyse, and organise data related to road traffic accidents involving pedestrians, cyclists, and e-scooter users and to compile the findings in a report for future publication. The research placement will offer an excellent opportunity to gain practical experience in statistical analysis and research.

What are the essential requirements?

- Currently enrolled in or previously completed a relevant post-graduate programme (e.g. social science, data science or related fields).
- A demonstrated ability to effectively manage workload and to deliver assigned work to tight deadlines.
- Good interpersonal skills and the ability to work independently and collaboratively as part of a team.
- Excellent communication skills, both written and verbal.
- Proficiency in Microsoft Word and Excel.

What are the desirable requirements?

- Experience in working with statistics and data analysis.
- An interest in research and policy in the areas of accident prevention, health and safety or public health.
- Familiarity with compiling or contributing to research publications.

Duration and Compensation

The successful candidate will be offered a Specified (fixed) purpose Contract for the duration of the research project. The research placement will be run for an initial period of 3 months, which may be extended to 6 months, subject to review at 3 months and the agreement of both parties.

The research placement will be remunerated at a rate of €555.90 per week. The initial three month specified purpose contract will attract 5.5 days annual leave, the leave allowance will increase if the contract is increased. The Injuries Resolution Board is based in Tallaght, Dublin 24 and candidates may be able to work on a hybrid-basis, subject to agreement with your supervisor at the Injuries Resolution Board.

How to apply

To apply, please submit a completed application form by email to Dr Lauren Swan (research@piab.ie). The deadline for applications is strictly 5pm on Friday 26th of April 2024. Late applications will not be considered.

If a large number of applications are received, applicants will be short listed for interview on the basis of information supplied in their applications. It is expected that interviews will be held on the week commencing the 13th of May 2024.

Equity, Diversion & Inclusion

The Injuries Resolution Board are an equal opportunities employer and strive to create a work environment which is equitable, diverse, and inclusive. We aim to increase the recruitment and retention of persons with disabilities, supporting employees to feel comfortable sharing their disability status. If you would like to talk about your candidature and any accommodations that may be of benefit during the selection process, please contact the Injuries Resolution Board's Access Officer Ian Head at ian.head@piab.ie or Injuries Resolution Board's HR Manager at riona.hegarty@piab.ie

General Information

Confidentiality

Candidate confidentiality will be respected at all stages of the selection process. All personal information provided on this application form will be stored securely by Injuries Resolution Board and will be used solely for the purposes of processing your candidature.

Personal data of prospective candidates and current employees (full-time, part-time, contract and agency) is processed on the basis that it is required for Injuries Resolution Board's compliance with legislation (e.g., employment legislation).

Expenses

The Injuries Resolution Board are not responsible for any expense, including travelling expenses, candidates may incur in connection with this competition.

Canvassing

Canvassing is prohibited and will result in disqualification from the competition.

Data Protection – Selection Process

Personal data is collected and processed as part of the selection process. This section sets out the information under the following headings:

- Personal data collected.
- Lawful basis for processing personal data.
- How your information may be shared.
- How long your information may be stored.
- Your data protection rights.

Personal Data Collection

The Injuries Resolution Board collects personal data from prospective candidates as part of the selection process. In meeting its data protection obligations, the Injuries Resolution Board are committed to being accountable and transparent about how it gathers and processes this information.

The General Data Protection Regulation (GDPR) defines ‘personal data’ as meaning any information relating to an identified or identifiable living individual. It defines categories of ‘personal data’ as being name, address, date of birth, etc. The GDPR also sets out ‘special categories of personal data’ for more sensitive information that include, for example, health data.

Lawful Basis for Processing Personal Data Consent

The Injuries Resolution Board processes personal data provided by you in your Curriculum Vitae during the recruitment process on the lawful basis of consent. Your consent is required to process any personal data provided in the application for the specific purpose of progressing an application through the selection process. Consent will be lawfully assumed upon commencement of the application process.

How Your Information May Be Shared

Your information may be shared with other parties as part of the recruitment process. Where this occurs, information is shared by necessity and in confidence.

How Long Your Information May Be Stored

Injuries Resolution Board has a Data Policy that it applies to all information it stores. This policy is updated on an ongoing basis to keep pace with all relevant legislative changes.

Unsuccessful Candidates

For those individuals who have been unsuccessful in the selection process, all information provided to the Injuries Resolution Board will be retained by the Injuries Resolution Board for a period of no more than 12 months. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Successful Candidates

For those individuals who have been successful in the selection process, all information provided to the Injuries Resolution Board will be placed on your employee file. It will be retained during your employment with the organisation and for an appropriate period thereafter. At the end of this period, or if you withdraw your consent, your information will be securely destroyed.

Your Data Protection Rights

You have rights in relation to personal data collected, processed, and stored by the Injuries Resolution Board. Further information is available on our website under the heading 'Data Protection and Access Requests'. This section outlines what your data protection rights are and how to make a Data Subject Access Request to Injuries Resolution Board.

If you have any questions or would like to make a Data Subject Access Request, you may contact the Data Protection Officer, Lauren Swan (lauren.swan@piab.ie) at the Injuries Resolution Board.