

JOIN OUR TEAM

INJURIES
RESOLUTION
BOARD



BORD UM RÉITEACH DÍOBHÁLACHA PEARSANTA
PERSONAL INJURIES RESOLUTION BOARD

**Develop your research
profile with us this Summer**

Join our passionate team –
we're dedicated to making a
lasting impact through public
service.



Send your complete application to:

careers@injuries.ie

Position: Research Placement Student Specified Purpose Contract

Grade – Clerical Officer

Reporting to: Head of Research and Policy

Tenure – Full time, 35-hour week

Location of role – Tallaght, Dublin 24

Blended working available – candidates must work 60% of their working week onsite

Closing Date for Applications: 12noon on Tuesday 15th April 2025

Completed applications are to be emailed to careers@injuries.ie

Start date of placement – June 2025

Indicative duration of specified purpose contract – three to six months

About Us

The Injuries Resolution Board (formerly PIAB) is an independent State body established to support the fair, prompt, and transparent resolution of personal injuries claims without the need for unnecessary litigation. Through our impartial and independent Assessment and Mediation services we resolve claims in respect of road traffic accidents, workplace accidents, public liability accidents, as well as resolving Garda Compensation Scheme claims.

Over 20,000 claim applications are submitted to the Injuries Resolution Board each year and utilising this large repository of data on personal injury accidents and compensation, the Board contributes to reform and greater transparency in this area.

Through the publication of data and commissioning of research on personal injuries, the Board is key contributor to public policy development. Accidents are by their very nature preventable, and the Injuries Resolution Board is committed to utilising its data to better understand both the economic and personal impacts of accidents, providing a comprehensive picture on the true costs of accidents in Ireland.

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

About the Research Placement

The successful candidate will report to and be mentored by our Head of Research & Policy. We offer the opportunity to gain practical experience in applied research, study design, and data analysis within a collaborative and supportive environment. This role provides the chance to work with real-world data, influencing future policy development in accident prevention, health and safety, and public health.

We are proud of the difference we make. Previous research placements have had their work featured on national media outlets and have bridged evidence gaps in cyclist and e-scooter safety. As we continue our research programme, the successful candidate will utilise the extensive data repository maintained by the Injuries Resolution Board, covering workplace, road traffic, and public setting accidents, for a series of research publications.

The candidate will extract, analyse, and produce informative data visualisations from the Board's large data repository. They will apply their technical skills to perform appropriate statistical analyses on datasets related to workplace injuries, with the first project focusing on workplace incidents resulting in psychological injuries. Subsequent reports will profile sectors of key interest to the insurance reform agenda, detailing accident trends and claim incidence rates. These analyses will inform future policy development in accident prevention, health and safety, and public health.

Overall, this research placement offers an excellent opportunity to gain practical experience in statistical analysis and research, build a publication profile, and contribute to policy development in accident prevention and the broader personal injury landscape.

The successful candidate will be offered a "Specified Purpose Contract" for the duration of the research. 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.

Who should apply?

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

Essential requirements

- Currently enrolled in or successfully obtained a relevant post-graduate programme/qualification (e.g. social science, economics, data science or related fields).
- Experience in working with statistics and data analysis, including demonstrable proficiency with at least one data analytics software package.
- Knowledge of data protection requirements (GDPR and Data Protection Act 2018)
- Eligible to work in Ireland
- Eligible and available to work full time on this placement between June and August 2025 and potentially until December 2025
- Ability to work on multiple projects and plan and prioritise your work, adapting to changing circumstances and meeting fixed reporting deadlines.
- Excellent 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.
- Strong attention to detail & accuracy, with a focus on high quality outputs is required.
- Experience in adhering to and comply with processes and procedures.
- A commitment to the Injuries Resolution Board's values and high standards of personal integrity.
- Willing to share ideas and information with people, with the purpose of achieving a particular result.
- A commitment to the delivery of quality public service.

Desirable requirements

- An interest in research and policy in the areas of accident prevention, health and safety or public health.
- Knowledge of the personal injury landscape/ wider insurance reform agenda, issues and challenges
- Knowledge of data visualisation tools and techniques
- Familiarity with compiling or contributing to research publications.

Eligibility to Compete

Candidates must, by the date of any job offer, be:

- A citizen of the European Economic Area (EEA). The EEA consists of the Member States of the European Union, Iceland, Liechtenstein and Norway; or
- A citizen of the United Kingdom (UK); or
- A citizen of Switzerland pursuant to the agreement between the EU and Switzerland on the free movement of persons; or
- A non-EEA citizen who is a spouse or child of an EEA or Swiss citizen and has a stamp 4 visa; or
- 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
- 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 Switzerland and has a stamp 4 visa
- A valid Stamp 2 Visa or Stamp 1 G visa which will allow full time working for the duration of the specified purpose contract

Duration and Compensation

The successful candidate will be offered a Specified 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 salary offered will be point 1 of the Clerical Officer Scale €590.21 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 Blended Working basis (minimum of 60% of their working week in the office), subject to local agreement.

Competencies for the Role

- Specialist Knowledge, Expertise or Self-Development,
- Teamwork
- Delivery of Results
- Communication Skills,
- Drive & Commitment to the Injuries Resolution Board and Public Service Values

Please see Appendix 1 for further information on these competencies.

How to apply

Applications must be made to careers@injuries.ie by submitting a completed application form for review by the Injuries Resolution Board's Selection Panel.

Please note curriculum vitae will not be reviewed as an addition to or substitution for a completed application form.

Applicants must demonstrate, by reference to specific achievements in their career to date, that they possess the qualities, skills and knowledge required for the role as identified in the 'essential criteria' above and in the Competencies outlined in Appendix 1.

Closing Date, 12noon on Tuesday 15th April 2025

Late applications will **not** be considered.

The **selection process** may include any or all the following:

- Shortlisting of candidates, based on the information contained in their application.
- An in person competitive competency-based interview, the indicative date for which is 7th May 2025
- Reference Check

It is envisioned that the successful candidate will commence in June 2025

Shortlisting

The number of applications received for a position generally exceeds that required to fill the position. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the position are such that it would not be practical to interview everyone, we may decide that a smaller number will be called to the next stage of the selection process.

In this respect, a shortlisting process to select a group, based on an examination of the candidate's application form that appear to be the most suitable for the position will be utilised.

This is not to suggest that other candidates are necessarily unsuitable or incapable of undertaking the job, rather that there are some candidates, who based on their application, appear to be better qualified and/or have more relevant experience.

An expert panel will examine the application against agreed shortlisting criteria based on the requirements of the position. The shortlisting criteria may include both the essential and desirable criteria specified for the position. It is therefore in your own interest to provide a detailed and accurate account of your qualifications/ experience in your application.

Equity, Diverision & Inclusion – Sense of Belonging

We understand our people are our special ingredient. We treat our employees with respect and offer an environment that is engaging, supportive and collaborative.

At Injuries Resolution Board we appreciate the value that diversity brings and we are committed to championing an inclusive and diverse workforce that reflects modern Ireland and the people we serve. We strive to create a culture where all staff have equal access to opportunity and feel comfortable and confident to be themselves at work. That is why we actively welcome applications from people from all backgrounds, and do not discriminate based on gender, age, race, religion, marital status, sexual orientation, disability, membership of the Travelling community, or family status.

The Injuries Resolution Board is committed to having an inclusive workplace where every employee feels they belong. Reasonable accommodations will be provided to candidates, if required during the recruitment process. To discuss and request reasonable accommodations to apply for this role please contact the Board's Disability Access Officer ian.head@injuries.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 Injuries Resolution Board's Data Protection Officer Lauren Swan, at dataprotection@injuries.ie

Appendix 1

The successful candidate selected for the research placement will be required to show evidence of the following competencies:

Specialist Knowledge, Expertise and Self-Development

- Currently enrolled in a relevant post-graduate programme (e.g. social science, data science or related fields).
 - Familiarity with compiling or contributing to research publications.
 - 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.
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Delivery of Results

- Takes responsibility for work and sees it through to the appropriate next level.
 - Completes work in a timely manner.
 - Checks all work thoroughly to ensure it is completed to a high standard.
 - Identifies and demonstrates initiative and flexibility in ensuring work is delivered and
 - appreciates the urgency and importance of different tasks.
 - Is self-reliant and uses judgment on when to ask manager or colleagues for guidance.
-

Teamwork

- Shows respect for colleagues and co-workers.
 - Develops and maintains good working relationships with others, sharing information and knowledge, as appropriate.
 - Offers own ideas and perspectives.
 - Understands own role in the team, making every effort to play his/her part
-

Communication Skills

- Communicates clearly and confidently when speaking and in writing.
 - Actively listens to others and tries to understand their perspectives/ requirements/ needs.
 - Is respectful, courteous, and professional, remaining composed, even in challenging circumstances.
 - Can be firm when necessary and communicate with confidence and authority.
-

Drive & Commitment to Public Service Values

- Consistently strives to perform at a high level and deliver a quality service Serves the Government and people of Ireland
- Is thorough and conscientious, even if work is routine
- Is enthusiastic and resilient, persevering in the face of challenges and setbacks
- Is always personally honest and trustworthy, acts with integrity

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CONTACT US

 0818929121

 @InjuriesRes

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For more information

www.injuries.ie

