Health Information and Quality Authority

An tÚdarás Um Fhaisnéis agus Cáilíocht Sláinte

Candidate Information Booklet

Job title: Health Research Analyst

Grade: Engineer Grade III

Closing date: 5pm, Monday 16th November 2026

Please read carefully

The Health Information and Quality Authority (HIQA) is undertaking a competition to identify suitable candidates for appointment to the position of:

Role Title:	Health Research Analyst
Grade:	Engineer Grade III
Location:	Dublin, Cork or Galway
Tenure:	HIQA intends to create a panel for future vacancies that may arise
Blended Working:	1 - 2 days a week in the office and the remainder of the working week spent working from home. Further information can be found below in the **Principal Conditions of Service** under **Blended Working Arrangements**.
Salary:	€40,374 (Engineer Grade III, Point 1)
Closing date:	5pm, Monday 16th November 2026

This recruitment campaign will be in compliance with the Code of Practice, Appointment to the Civil Service and Public Service prepared by the Commission for Public Service Appointments (CPSA). The competition will be conducted under the recruitment licence of the Health Information and Quality Authority. The final Selection Process will be carried out by the Health Information and Quality Authority.

This Code of Practice is published by the CPSA and is available on www.cpsa.ie

About the Health Information and Quality Authority

The Health Information and Quality Authority (HIQA) is an independent statutory body established to promote safety and quality in the provision of health and social care services for the benefit of the health and welfare of the public.

Reporting to the Minister for Health and engaging with relevant government Ministers and departments, HIQA has responsibility for the following:

- **Setting standards for health and social care services** — Developing person-centred standards and guidance, based on evidence and international best practice, for health and social care services in Ireland.
- **Regulating social care services** — The Chief Inspector of Social Services within HIQA is responsible for registering and inspecting residential services for older people and people with a disability, and children's special care units.
- **Regulating health services** — Regulating medical exposure to ionising radiation.
- **Monitoring services** — Monitoring the safety and quality of permanent international protection accommodation service centres, health services and children's social services against the national standards. Where necessary, HIQA investigates serious concerns about the health and welfare of people who use health services and children's social services.
- **Health technology assessment** — Evaluating the clinical and cost effectiveness of health programmes, policies, medicines, medical equipment, diagnostic and surgical techniques, health promotion and protection activities, and providing advice to enable the best use of resources and the best outcomes for people who use our health service.
- **Health information** — Advising on the efficient and secure collection and sharing of health information, setting standards, evaluating information resources and publishing information on the delivery and performance of Ireland's health and social care services.
- **National Care Experience Programme** — Carrying out national service-user experience surveys across a range of health and social care services, with the Department of Health and the HSE.

Visit www.hiqa.ie for more information.

Mission

To enable the best possible health and social care outcomes for all, through evidence-informed decision-making, standard setting, and regulation

Vision

Health and social care services consistently deliver excellent standards of care and the best possible outcomes for the people of Ireland



Key Areas for Performance

HIQA has identified key behavioural and technical competencies for effective performance through a Competency Framework as seen below. Please refer to the role description for an overview of each competency and the proficiency levels required for this role. For more in-depth information on the competencies. It is important that you review the full competency framework guidance document which is available at: https://www.hiqa.ie/about-us/careers.

Proficiency Levels

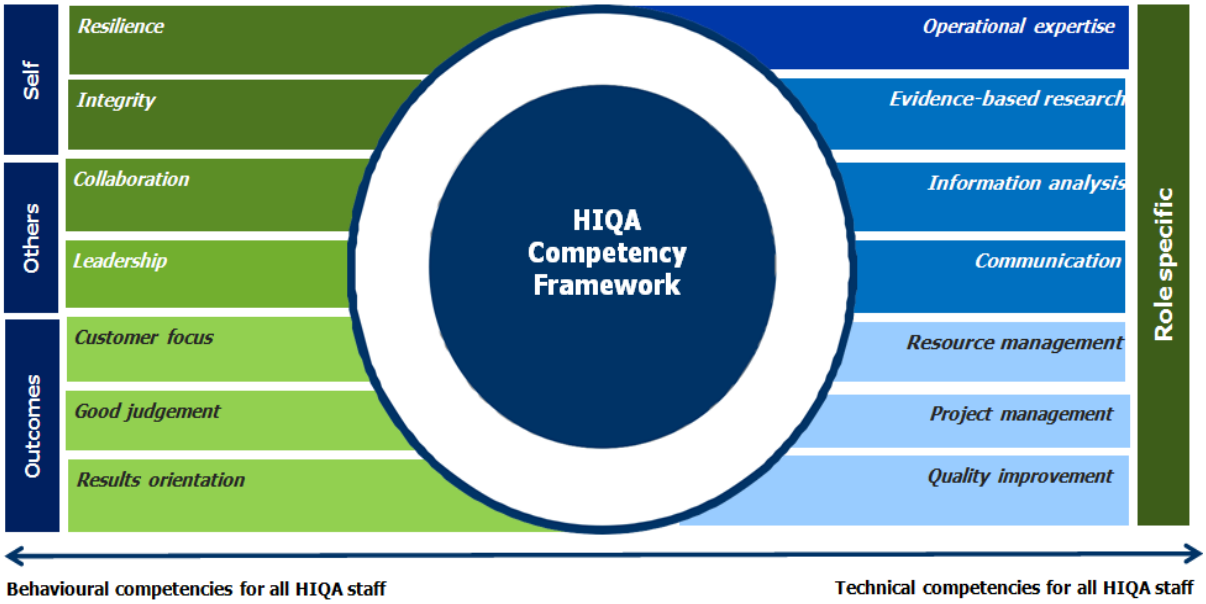
This Competency Framework is based on four levels of proficiency that build on each other:

Emerging/Developing: The level of competency required to carry out some of the core requirements of the role, with support/leadership required to develop competency in other requirements

Proficient: The level of competency required to carry out the core requirements of a role

Skilled: The level of competency required to carry out the core requirements of a role, and develop capability in others or demonstrate the competency in a more senior or complex role

Master: The level of competency required to carry out the core requirements of a role, develop capability in others, demonstrate the competency in a more senior or complex role and be seen as a role model in the organisation or field in that area of competence.



Role Description

Role Overview	
Role Title	Health Research Analyst
Directorate	Health Technology Assessment
Grade	Engineer Grade III
Reports To	Senior Health Technology Assessment Analyst
Role Purpose	
The purpose of this role within the relevant business unit and for HIQA as a whole:	The purpose of this role is to join a multidisciplinary team with responsibility for the effective implementation of HIQA's programmes to deliver high quality health technology assessments (HTAs), other evidence-based advice and evidence synthesis outputs and therefore to embed evidence-based methodology in the health decision making processes in Ireland. The HTA Directorate, comprises approximately 60 analysts. The scope of the HTA Directorate's work includes providing evidence synthesis and evidence-based advice to inform public health policy, and providing HTAs to inform decision making on investment or disinvestment in health technologies and programmes, including decisions in relation to national screening and national immunisation programmes. Teams within the HTA Directorate also perform evidence synthesis to support the development of National Clinical Guidelines and the development of national health policy, and evidence synthesis reviews to inform decisions related to the generic justification of practices involving medical exposure to ionising radiation. HIQA works collaboratively with high-level stakeholders, with academic groups and with international HTA agencies to deliver these objectives. Methods development and academic outputs are actively encouraged and the Directorate hosts a range of post-graduate fellowships and an active post-graduate degree training programme. The post holder will actively engage in the work of the HTA Directorate and of HIQA to deliver on the annual business plan in line with the strategic objectives as outlined in HIQA's Corporate Plan. The Health Research Analyst will undergo comprehensive training in evidence

	synthesis and HTA which will include the opportunity to pursue externally delivered training. A number of opportunities to pursue a paid postgraduate degree (PhD or Master's) will be available.
Behavioural Expectations	
The way that HIQA people are expected to work to role model HIQA values:	The incumbent of this role is expected to demonstrate HIQA's values in the delivery of every day work and interactions with clients and colleagues, by putting people first, being fair and objective, being open and accountable, demonstrating excellence and innovation and working together.
Common Tasks	
Team Member	▪ Seek clarity on the tasks associated with own role ▪ Complete tasks in compliance with policies and procedures ▪ Adhere to relevant legislation, standards and internal audits ▪ Fulfil any mandatory or professional competency requirements ▪ Maintain confidentiality and a professional approach ▪ Raise any concerns in relation to workplace health and safety ▪ Actively identify learning needs and development opportunities ▪ Actively contribute as a team member ▪ Follow direction and take on new and different tasks ▪ Set and achieve performance goals that contribute to HIQA strategy ▪ Regularly seek feedback to meet performance expectations and goals
Common Tasks	
Manager	**Team management:** ▪ Set clear strategic direction and action plans for direct reports ▪ Build team cohesion and cultivate an engaged, productive environment

	▪ Undertake regular coaching, performance feedback and development conversations with direct reports ▪ Ensure direct reports access appropriate training and development ▪ Plan for and manage recruitment activity and vacant roles ▪ Manage staff retention and attrition effectively **Operational management:** ▪ Contribute to business planning and knowledge management ▪ Forecast and manage resources in line with available budget ▪ Ensure that policies and procedures in area are current and adhered to ▪ Ensure compliance with workplace health and safety standards ▪ Meet audit requirements and ensure legislative compliance ▪ Report on performance and relevant business measures as required ▪ Identify risks, and develop contingency plans where necessary ▪ Identify inefficiencies and implement improvements to work practices
Role Specific Tasks	
The key tasks and activities associated with the role:	The nature of the tasks and activities associated with the role will vary accordingly. It will involve: ▪ Contributing to the production of broad comprehensive HTAs and evidence reviews by multidisciplinary teams within defined timelines; ▪ Conducting systematic literature reviews and analysis of clinical and economic data to inform development of analytical models and/or summary report writing; ▪ Gathering, analysing and interpreting epidemiological, clinical effectiveness and economic data to populate simulation models to estimate clinical benefits, cost-effectiveness and budget impact;

	▪ Working across some or all of the key evidence domains to include: description of the technology, epidemiology, clinical effectiveness, cost-effectiveness, budget and resource impact, organisational issues, social and ethical issues; ▪ Contributing to drafting and writing reports that present complex information in an easily understood and accessible format; ▪ Working on collaborative projects with academic partners and with other national and international bodies involved in HTA and health evidence synthesis; ▪ Contributing to peer reviewed academic publications; ▪ Contributing to the development of evidence synthesis methodology; ▪ Contributing to the development of National HTA Guidelines; ▪ Proactively engaging in performance development reviews and actively seeking out learning and development opportunities; ▪ Providing support to other directorate staff; ▪ Undertaking other duties and responsibilities as may be determined by the Director of Health Technology Assessment. **The contents of any role description are not exhaustive and are intended to be indicative of the scope of the role**.
Qualifications	
The qualifications that are **essential** to effectively meet the requirements of the role:	**In determining your eligibility the following are the essential qualifications that will be assessed as part of the shortlisting stage of the selection process.** ▪ A primary degree qualification (Level 8 on the National Framework of Qualifications or equivalent) in health services research[1] or allied discipline, health economic evaluation or a relevant clinical area.

[1] Health Services Research involves the analysis of how people access healthcare, the cost of care, and what happens to people as a result of care. Analysis can use a range of qualitative and quantitative methods.

The qualifications that are **desirable** to effectively meet the requirements of the role:	▪ A post-graduate degree (minimum level 9 on the National Framework of Qualifications or equivalent) in health services research or allied discipline, health economic evaluation or a relevant clinical area.
Experience	
The experience that is **essential** to effectively meet the requirements of the role:	**In determining your eligibility the following are the essential knowledge and experience that will be assessed as part of the shortlisting stage of the selection process.** ▪ Practical experience of evaluating and interpreting complex scientific and/or economic literature on health interventions; ▪ Demonstrable technical skills in health services research and/or systematic review and/or health economic evaluation and/or epidemiological analysis or statistical analysis; ▪ Demonstrable experience in writing and editing technical reports; ▪ Experience of presenting information through a variety of means to a range of audiences; ▪ Experience working with software packages that aid in the analysis of data.
The experience that is **desirable** to effectively meet the requirements of the role:	▪ Practical experience of analysis of data using a variety of quantitative and or qualitative methodologies; ▪ Experience of working within a project management environment to deliver high quality outputs to agreed timelines and quality standards; ▪ Experience of liaising with both internal and external stakeholders to present information and or gather data; ▪ Knowledge of the healthcare system in Ireland and an understanding of the role of HTA and evidence synthesis to inform health policy and health service decisions; ▪ Experience of systematic review of clinical literature.

ROLE COMPETENCY OVERVIEW		
HIQA Competencies (Behavioural)	**Description**	**Required Proficiency**
Resilience	Maintains personal confidence and is able to manage self and emotions in a flexible and adaptive manner when faced with adversity or challenging situations	Proficient
Integrity	Is sincere, respects and values others, maintains a high standard of personal ethics, reliably delivers on promises and takes a rights-based approach to all decisions and actions	Proficient
Collaboration	Builds relationships based on collaboration and trust, is politically and socially astute in approach and is able to resolve difficult situations and conflict	Proficient
Leadership	Orients self and others to a vision, engages with and contributes to an inclusive and productive work environment; holds to account, promotes learning and challenges self and others to achieve a shared purpose	Proficient
Customer Focus	Recognises internal and external customers and stakeholders, and proactively seeks to understand, uphold and respond to their needs	Proficient
Good Judgement	Seeks and analyses information to better understand complex situations, applies an ethical framework to make critical and objective evaluations and reaches high-quality decisions that are contextually relevant	Proficient
Results Orientation	Can deliver results in challenging situations with and through others, strives to exceed expectations and creates as much value as possible	Proficient

ROLE COMPETENCY OVERVIEW		
HIQA Competencies (Technical)	**Description**	**Required Proficiency**
Operational Expertise	Applies knowledge, skills and abilities to fulfil requirements of the role effectively in the context of the operational area and function	Proficient
Evidence-Based Research	Critically seeks information and researches, exploring a range of potential sources, to ensure that a broad set of inputs, both quantitative and qualitative, are used to inform decisions and recommendations	Proficient
Information Analysis	Analyses and assesses information in a structured way to inform and improve decision-making, problem-solving, recommendations and everyday work	Proficient
Communication	Develops and delivers key messages and documentation based on quality inputs and consultation with others. Presents information in an authentic, clear, and easy-to-understand way that is impactful and tailored to the needs of the audience	Proficient
Resource Management	Manages available resources to achieve the best outcomes	Proficient
Project Management	Identifies, plans for and implements change projects and initiatives effectively in collaboration with others	Proficient
Quality Improvement	Delivers quality for customers and stakeholders in everyday work through high standards, effective problem-solving and continuous improvement	Proficient

Principal Conditions of Service

Probation

A probationary period of six months applies to this position.

Pay

Candidates will be appointed on the **minimum point of the salary scale (€40,374)** 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:

Engineer Grade III (PPC)

€40,374	€42,921	€43,602	€47,001	€50,412	€53,886
€57,526	€59,823	€62,132	€64,461	€66,776	€69,097
€71,418	€73,732	€76,066	€78,644[1]		

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 assimilated to the nearest point of the advertised salary scale with their incremental date adjusted accordingly. 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, for example, 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 Health Information and Quality Authority Superannuation Scheme will apply.

Pension Abatement

If an appointee has previously been employed in the Civil or Public Service and that appointee is entitled to or in receipt of a pension from the Civil or Public Service or where a Civil/Public Service pension comes into payment during the appointee's re-employment that pension will be subject to abatement in accordance with Section 52 of the Public Service Pensions (Single Scheme and other Provisions) Act 2012.

Please note: In applying for this position you are acknowledging that you understand that the abatement provisions, where relevant, will apply. It is not envisaged that the employing Department/Office/Body will support an application for an abatement waiver in respect of appointments to this position.

Annual Leave

Annual leave is 25 days, rising to 29 days after 5 years' service.

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 his or her duties subject to the limits set down under working time regulations.

Blended Working Arrangements

HIQA has introduced blended working 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.

All roles in HIQA have been assessed under the criteria of business needs and role suitability for blended working. This determined the proportion of time that employees will spend working in HIQA offices and working from home, depending on their role.

Depending on the role, there may be a requirement to attend the office for more than the allocated number of days for training and on-boarding purposes at the start of your employment and during the probation period.

A review of our blended working model confirmed that this model is working well in HIQA therefore we are now moving from Interim Blended Working to a long term Blended Working Model. Our existing policy and documentation will be revised and updated once the framework for the Work-Life Balance and Miscellaneous Provisions Act is published. Our model is in line with the Civil Service Framework for Blended Working in Ireland.

Further guidance on HIQA's Blended Working Policy, which includes eligibility criteria will be issued to successful candidates. This is an opt-in policy and details on how you can apply will be issued to you before you start.

Selection Procedure

An information booklet and application form are available at: Careers with HIQA (recruitisland.ie)

How to Apply and Closing Date

The completed application form must be submitted by **5pm Monday 16th November 2026.**

Only applications completed online through Careers with HIQA (servisource.ie) **will be accepted. CVs will not be accepted.**

Selection Process

The Health Information and Quality Authority will convene a selection panel to carry out the competitive stages of the selection process to the highest standards of best practice.

The approach employed may include:

- A shortlisting of candidates, on the basis of the information contained in their application
- One or more competitive competency-based interview
- Completion of assessments
- Presentation or other exercises
- Any other tests or exercises that may be deemed appropriate.

Please note the role competency overview referred to in the above role description. This will assist you when completing the application form and preparing for the competency based interview.

The number of applications received for a position generally exceeds that required to fill existing and future roles. While a candidate may meet the eligibility requirements of the competition, if the numbers applying for the role are such that it would not be practical to progress all candidates to the next stage of the selection process, HIQA may decide that a smaller number of candidates based on order of merit from shortlisting may be called to the next stage of the process.

HIQA will conduct a shortlisting process to select a group who, based on an examination of the application forms, appear to be the most suitable for the role. 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 more qualified and/or have more relevant experience.

The applications will be shortlisted by a selection panel. They will examine each application form against the essential shortlisting criteria (outlined in the role description above) and the Evidence of Competencies section on the application form.

The onus is on candidates to establish eligibility for the role, therefore it is in each candidate's interest to provide a detailed and accurate account of their qualifications, experience and Evidence of Competencies as requested on the application form.

Competition updates will be issued to the email address as entered on the application form.

The onus is on each candidate to ensure that they are in receipt of all communication. Candidates are advised to check 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. HIQA accepts no responsibility for communication not accessed or received by a candidate.

Interview Dates

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

Interview Expenses

The Health Information and Quality Authority will not be responsible for any expense, including travelling expenses that candidates may incur in connection with their application for this post.

Panels

HIQA intends to create a panel from which future vacancies may be filled. You should only make a location choice where you would be prepared to work if offered an appointment.

If a candidate is offered and accepts a position, they must be available to take up that position within a reasonable time frame. Please note that placement on a panel is not a guarantee of appointment to a position.

Citizenship Requirements

Eligible candidates must be:

An EEA, Swiss, UK or a Non-European Economic Area Applicants lawfully resident in the State see valid document requirement details below.

Valid Document Requirement Details

A scanned copy of your valid passport showing your identification as well as your nationality is required for all successful candidates.

(i) Candidates who are EEA, Swiss, or UK citizens do not require permission to work

EEA citizens who do not require work permits / authorizations are nationals of the following countries: Austria, Belgium, Croatia, Denmark, Finland, France, Germany, Greece, Ireland, Italy, Luxembourg, The Netherlands, Portugal, Spain, Sweden, Republic of Cyprus, Czech Republic, Estonia, Hungary, Latvia, Lithuania, Malta, Poland, Slovakia, Slovenia, Norway, Iceland, Liechtenstein, Bulgaria and Romania.

(ii) Non-European Economic Area Applicants

Non-EEA nationals will require the following documentation:

1. A scanned copy of your valid passport showing your identification page of your passport showing your photograph and personal details.

and

2. A scanned copy of the front and back of your current valid Irish Residence Permit card.

and if applicable

3. A copy of your valid employment permit.

To qualify candidates will be issued with a conditional job offer subject to confirmation of right to work status in Ireland and must be able to show such eligibility to the satisfaction of HIQA prior to taking up any role.

For more information for non-EEA candidates resident in the State visit Department of Justice Immigration Permissions

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 HIQA 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, HIQA 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 Health Information and Quality Authority, or who do not, when requested, furnish such evidence as the Health Information and Quality Authority 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.

For further information on how the Health Information and Quality Authority processes your data, please review the privacy notice on our website: https://www.hiqa.ie/reports-and- publications/corporate-publication/hiqa-privacy-notice

Protected Disclosures

HIQA is committed to maintaining a responsible and ethical culture with the highest standards of honesty, integrity, accountability and compliance in accordance with the Protected Disclosures Act 2014 (as amended) ("the Act").

If you are a HIQA worker, which includes a job applicant under the Act, you can make a protected disclosure about HIQA to HIQA. If you want to know more about making an internal protected disclosure please email internalPD@hiqa.ie for guidance.

The Health Information and Quality Authority is an equal opportunities employer.

HIQA welcomes applications from all suitably qualified candidates regardless of their gender, marital status, family status, religious belief, race, age, sexual orientation, disability or membership of the Traveller community.

If you require any reasonable accommodations to support you throughout the recruitment and selection process please outline this in the appropriate section of the application form and all efforts will be taken to accommodate those requests. All information disclosed will be kept confidential.

Guidelines for Dealing with Appeals/Requests for Review

The Health Information and Quality Authority will consider requests for review in accordance with the provisions of the codes of practice published by the Commission for Public Service Appointments (CPSA). Where a candidate is unhappy with an action or decision in relation to their application they can seek a review under Section 7 of the Code of Practice governing the recruitment process.

Where a candidate believes that an aspect of the process breached the CPSA's Code of Practice, they can seek a review under Section 8 of the Code of Practice.

Codes of practice are published by the CPSA and are available on www.cpsa.ie

