

Evaluation Assistant
Clerical Officer Grade

Job Purpose

The Sport Ireland Strategy 2023-2027 is committed to developing the effectiveness of monitoring, evaluation, and research functions in Sport Ireland. The strategy aims to embed evaluation capability and capacity in the sport sector, leading to increased use of evaluation processes and frameworks within programme design.

The Evaluation Assistant will work as part of the Research and Innovation Unit along with the Evaluation team to deliver on the ambitions of the Sport Ireland Research Strategy and contribute to leading the generation and mobilisation of knowledge in Irish sport.

Reporting To: Evaluation Officer/ Evaluation Manager at Sport Ireland's Research & Innovation Unit

Key Duties and Responsibilities

- Work closely with the Research & Innovation Unit.
- Review and prepare a large dataset on sports participation for statistical analysis.
- Undertake a literature review on single item indicators for sport and physical activity.
- Undertake quantitative data analysis including descriptive, inferential, and regression analyses.
- Present a summary of findings to stakeholders and produce a short report.
- Explore own ideas for analyzing the data.
- Document data analysis procedures.

This is not an exhaustive list, and the role will include any duties required by Sport Ireland from time to time which are appropriate for the position and the needs of the organisation.

Person Specification:

Essential: Qualifications, Experience, Knowledge, Skills and Abilities

- Must be enrolled in a third level qualification or have graduated from one.
- Must have experience in quantitative data analysis using software such as SPSS, Stata, R, or JASP.
- Must have strong knowledge of descriptive and inferential statistics.
- Must have strong computer literacy in MS Office Suite: Word, Excel, PowerPoint, and Teams.
- Must have knowledge/experience in data preparation and data validation processes.
- Must be able to present findings using appropriate data visualisation techniques.
- Must have excellent interpersonal skills and the ability to communicate effectively.
- Must be capable of presenting information verbally in a clear, concise, and confident manner.
- Must be creative and eager to explore new possibilities for data analysis in the existing dataset.
- Must have a proven ability to work effectively as part of a team and on own initiative when required.
- Must be highly efficient, results focused, with a keen attention to detail.

Desirable: Qualifications, Experience, Knowledge, Skills and Abilities

- Knowledge of best practice, emerging trends and new technologies in the area of data analysis and visualisation.
- Experience of using data modelling and visualisation software such as Power BI or Tableau.
- Experience of applying research ethics with an ability to effectively manage sensitive, confidential information.



Additional Information:

Contract: Temporary, 3-month placement

Salary Scale: Clerical Officer, the appointment will be made on this scale at a point in line with current Government Pay Policy. New entrants to the public sector commence on the first point of scale.

Location: Sport Ireland, Sport Ireland Campus, Snugborough Road, Blanchardstown, D15

If you would like to apply for this position, please send your CV in confidence to sportirelandjobs@orangerecruitment.ie . Closing date for applications is Thursday, 10th October 2024 at 5pm.

Sport Ireland is committed to fostering an inclusive workplace which values and benefits from the diversity of the workforce. Sport Ireland is an equal opportunity employer of all qualified individuals. We actively welcome applications from people from all backgrounds and do not discriminate based on any protected groups. If you require reasonable accommodations to interview, please let us know and we will do our best to assist.

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