



Research and Policy Officer

About the Neurological Alliance of Ireland

The Neurological Alliance of Ireland brings together nearly 40 non-profit organisations to advocate on behalf of and through partnership with the over 860,000 people throughout Ireland living with a neurological condition. Neurological conditions affect the brain and spinal cord and now represent the leading cause of disability worldwide. Founded in 2003, the NAI advocates for the development of quality services for people living with neurological conditions. Our focus and initiatives are rooted in the experiences of our members and the individuals and families with whom they work. We provide a united and expert voice on neurological care through advocacy, policy development and awareness raising. More information can be found at www.nai.ie.

Job Description & Person Specification

Position Details

Position Title: Research and Policy Officer

Contract Type: Permanent

Grade/Salary: Grade VII HSE administrative

Hours: 35 hours per week

Location: Remote working (some travel required)

Employer: Neurological Alliance of Ireland (NAI)

Role Summary

The Research and Policy Officer will support the development, implementation and evaluation of research and policy initiatives aligned with the strategic priorities of the Neurological Alliance of Ireland. The role will involve analysing health and social care policy developments, co-ordinating research activities, preparing briefings and reports and representing the Neurological Alliance of Ireland in relevant working groups and platforms.

The successful candidate will work closely with the NAI staff team, member organisations, healthcare professionals, policy makers and other stakeholders to inform and support the development and implementation of healthcare policy to meet the needs of people living with neurological conditions and their families.

Key Responsibilities

Co-ordinate research projects, surveys and data collection initiatives relevant to informing policy development in relation to the needs of people with neurological conditions and their families

Support the development of evidence-based recommendations to inform policy reports and submissions

Promote and share the findings of research projects at conferences, events and other fora

Represent the Neurological Alliance of Ireland at meetings, forums, consultations and events as required

Support the preparation of policy papers, consultation submissions and briefing documents

Monitor and analyse developments across health and disability policy with relevance to neurological conditions

Support the participation of people with lived experience in policy and research activities

Contribute to awareness and communications activities

Prepare reports, presentations and other briefing materials for internal and external stakeholders

Engage in partnership and collaboration with other researchers and with policy makers

Support organisational events, consultations and conferences and work collaboratively as part of a small national team

Undertake additional duties appropriate to the role as required by the CEO

Person Specification

Essential

Post graduate qualification in healthcare research

Minimum three years professional experience in healthcare research and/or policy

Experience in policy analysis and report writing

Strong research and analytical skills including quantitative and qualitative research methods

Excellent written and verbal communication skills

Experience in engaging with multiple stakeholders, including lived experience representatives, to design and deliver research projects

Ability to work independently and manage competing priorities

Strong organisational and project co-ordination skills and demonstrated experience

Desirable

Experience working within the neurological healthcare sector

Key Competencies

- Strong analytical and critical thinking skills.
- Excellent interpersonal and relationship management abilities.
- High level of organisation and attention to detail.
- Ability to communicate complex information clearly and effectively.
- Initiative and problem-solving capability.
- Commitment to inclusion, equality and person-centred approaches.
- Ability to work collaboratively within a multidisciplinary environment.

This role description is not exhaustive and may evolve in line with organisational priorities and emerging policy developments.

There may be occasional requirements to work outside normal office hours and to travel nationally in support of meetings, consultations and events.

Salary

Remuneration will be in line with the Health Service Executive (HSE) Administrative Grade VII salary scale and will reflect the successful candidate's experience

To apply for this role

Please send your Curriculum Vitae plus a detailed cover letter explaining why you wish to apply for the position, highlighting your relevant skills and experience to mrogers@nai.ie. The closing date for applications is Friday 19th June 2026.

Applications submitted without a covering letter cannot be considered.

The Neurological Alliance of Ireland is an equal opportunities employer