4.28 Western Gateway Building, University College Cork, Ireland
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Promoting research and understanding into suicide and self-harm since 1994

Prof. Ella Arensman, Chief Scientist
Dr Paul Corcoran, Head of Research
Dr Margaret Kelleher, Medical Director
Dr Eve Griffin, Chief Executive Officer

Vacancy: Data Protection Officer and Quality Manager (0.5 FTE)

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1. Summary of position

Applications are invited for the post of Data Protection Officer and Quality Manager with the National Suicide Research Foundation.

About the National Suicide Research Foundation

The National Suicide Research Foundation (NSRF) is a research organisation, founded in 1994, that produces research and evidence for policy development and intervention in the prevention of self-harm, suicide and related mental health and social problems. The NSRF has been designated as a World Health Organisation Collaborating Centre in Surveillance and Research in Suicide Prevention. The NSRF's vision is to support the reduction of suicide and self-harm in Ireland and globally, through impactful research, outlined in our current Strategic Plan – Leading Research, Shaping Change.

The NSRF works closely with HSE NOSP, providing the research evidence and data that underpin national suicide prevention strategies and initiatives. Through this partnership, the NSRF supports the development, monitoring, and evaluation of evidence-based policies and programmes aimed at reducing suicide and self-harm.

The NSRF employs approximately 50 staff and have an annual turnover of approximately €2.5m.

More information about the organisation can be found here: www.nsrf.ie.

Summary of position

This post provides an exciting opportunity to join the interdisciplinary team at the NSRF. Under the Chief Executive Officer, the successful candidate will be responsible for overseeing the data protection requirements of the organisation with respect to the protection of personal data and monitoring compliance with all legislation in relation to data protection, including in audits and training of staff. The successful candidate will also be responsible for ensuring that the National Self-Harm Registry Ireland and other surveillance systems are compliant with national and European data protection legislation. The successful candidate will also act as a contact point for requests from individuals regarding the processing of their and exercising of their rights.

This role will also involve monitoring and advising on research studies with regards to ethical approval processes.

2. Key duties and responsibilities

Data protection and compliance

- Provide training to NSRF employees on GDPR compliance and best practice for managing, processing and storing data.
- Conduct regular assessments and audits to ensure GDPR compliance.
- Revise and implement best practice documents for the NSRF pertaining to data protection.
- Review data protection documentation, including staff manuals, policy documents and data management protocols.
- Support the development of Data Protection Impact Assessments and Data Sharing Agreements for research undertaken by the organisation.
- Maintain records of all data processing activities conducted by the organisation.
- Ensure all files containing personal data are complete, accurate and that retention periods are adhered to/shredding of outdated files.
- Respond to individuals to inform them about how their personal data is being used and what measures the company has put in place to protect their data.
- Ensure that individuals' requests to see copies of their personal data or to have their personal data erased are fulfilled or responded to, as necessary.
- Draw the institution's attention to any failure to comply with the applicable data protection rules.
- Ensure compliance of research projects and surveillance systems with national and European data protection legislation.
- Assist with developing best practice guidelines and standard operating procedures for surveillance systems.
- Work with stakeholders include to ensure and maintain data access requirements and procedures.

Ethical approval processes

- Maintain a database of ethical approval for organisational projects.
- Provide support on preparing of documentation for UCC and HSE ethics committees.
- Provide training to NSRF employees on ethical approval processes.
- Draft template documentation for ethics, including informed consent forms and participant information leaflets.

- Ensure compliance of research projects and surveillance systems with ethical requirements and requirements of the Health Research Consent Declaration Committee (HRCDC).

Other

Carry out additional duties as may reasonably be required within the general scope and level of the post.

3. Criteria for position

Essential skills:

- A third level or other relevant qualification or equivalent level of experience.
- Demonstrated experience of data protection, audit and compliance.
- Demonstrated experience of ethical processes as they apply to health research.
- Experience of working with/ good understanding of health data systems.
- Excellent interpersonal and communication skills.
- Strong organisational skills and experience in supporting a team in working to deadlines.
- Capacity to work on one's own initiative and to multi-task.

Desirable criteria

- Working knowledge of the Irish healthcare system.
- Familiarity with charity-sector governance

4. Details of post, duration and salary

The appointment will initially be for one year, part time, with the prospect of prolongation of the term of employment, following review. The salary for this position will be in accordance the HSE Grade V salary scale (01/08/2025 - €51,718 €53,265 €54,843 €56,456 58,078 €59,969 €61,866), pro rata for period worked.

This is a part time (up to 18.75 hours per week) position.

The location of the position will be the NSRF offices, 4.28 Western Gateway Building, University College Cork.

In line with the NSRF's Blended Working Policy, occasional working from home will be permitted.

The annual leave entitlement is 25 days plus public holidays. The NSRF office closes for two weeks at Christmas.

The NSRF promotes the wellbeing and professional development of all staff members. As part of this role, the successful candidate will have access to the NSRF's Employee Assistance Programme.

5. Application Process

For informal enquiries on the post, candidates should contact:

Name & Title: Dr Eve Griffin, Chief Executive Officer, NSRF
E-mail: evegriffin@ucc.ie

To Apply:

Applicants are requested to send a cover letter detailing relevant experience, skills and motivation for applying together with their curriculum vitae, including the names of two referees to Ms Eileen Hegarty (eileen.hegarty@ucc.ie).

Closing date for applications is 11th November 2026, at 5pm

Shortlisting will apply and shortlisted candidates will be notified by e-mail of interview date and time as applicable.

The National Suicide Research Foundation is an equal opportunities employer.