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| Last updated: | 22/07/2019 |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| Academic Unit/Service: | Macmillan Survivorship Research Group | | |
| Faculty: | Faculty of Environmental and Life Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Senior Research Fellow (level 5) | | |
| Posts responsible for: | Potentially some supervision of junior research and administrative staff | | |
| Post base: | Office-based (see job hazard analysis) | | |

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| Job purpose |
| The Macmillan Survivorship Research Group (MSRG) is leading a Work Package from the CRUK Catalyst Award: ‘CanGene-Canvar: ‘Data Resources, Clinical and Educational Tools to leverage Cancer Susceptibility Genetics for Early Detection and Prevention of Cancer’. The overall aim of the project is to improve how national NHS testing is delivered for cancer susceptibility genes, such as BRCA1 and BRCA2. We are leading Work Package 4, which involves collaborating with patients and health care professionals to collate and evaluate information resources. From this, patient facing tools will be developed to provide information to support decision-making about whether or not to have a genetic test and how to interpret and respond to genetic test results.  The main activity for the post-holder will be supporting the delivery of this project under the supervision of the Director of the MSRG. The post-holder will work with a team comprising an MSRG Senior Research Assistant, CRUK Catalyst award leads and Work Package teams to establish and monitor recruitment, data collection and data processing. Responsibilities include: project coordination and reporting, maintaining high quality research procedures, literature reviewing, qualitative data collection and analysis, writing up findings in a report and publications, and presenting at local, national and international conferences, and developing new protocols and supporting ethics and research governance applications.  This role is a part time position for 4 years in the first instance. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | Responsibility for the day to day running of the project as delegated | 40% |
|  | Data collection including: review of the literature, qualitative data collection involving collation and evaluation of information resources | 25% |
|  | Conducting qualitative analysis of data under the supervision of the lead researcher and with the support of the study team. | 20% |
|  | Regularly disseminate findings by taking the lead in preparing publication materials for referred journals, supporting the preparation of reports to the funder, presenting results at conferences, or exhibiting work at other appropriate events | 5 % |
|  | Carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control. | 5 % |
|  | Carry out occasional student supervision, demonstrating or lecturing duties within own area of expertise, under the direct guidance of a member of departmental academic staff. | 1% |
|  | Contribute to the development of new research proposals, writing of bids for research funding and protocol writing. | 1 % |
|  | Supervise the work of junior research and administrative staff where appropriate. | 2 % |
|  | Any other duties that fall within the scope of the job, as allocated by the line manager following consultation with the post holder including supporting other projects. | 1 % |

| Internal and external relationships |
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| Direct responsibility to Director of Macmillan Survivorship Research Group and Work package leads.  Will be required to work with members of the CanGene-Canvar, including CRUK Catalyst award leads and Work Package leads, and the MSRG team, including researchers, trial coordinators, administrative, database management and web development staff.  Will be required to liaise with people who have had cancer as research partners and research participants. |

| Special Requirements |
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| To attend local, national and international conferences for the purpose of disseminating research results.  Flexible working may be required in order to meet deadlines.  Required to undertake a Standard Disclosure and Barring Service (DBS) check.  *Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification. The title of Research Fellow will be applied upon successful completion of the PhD. Prior to the qualification being awarded the title of* ***Senior Research Assistant*** *will be given.* |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD or equivalent professional qualifications and experience in Cancer Genetics/Health Services Research/Related health or Social Science Subject.  Experience of searching, retrieving and synthesising literature using electronic databases  Experience of designing and delivering qualitative research methods  Good qualitative analysis skills including an ability to synthesise and report qualitative data.  Good knowledge and understanding of cancer genetics  Ability to write up research methods and findings as reports to funders and for peer reviewed journals  Ability to give oral and poster presentations to specialist and non-specialist audiences at local, national and international conferences  Ability to collaborate and communicate with diverse stakeholders to ensure successful delivery and dissemination of planned research  Understanding of Good Clinical Practice (GCP) and research governance requirements to ensure safety of patient data | Experience of designing and delivering priority setting techniques (e.g. Nominal Group Technique).  Experience of developing patient facing resources  Knowledge of user involvement | CV  CV and interview  CV and interview  CV and interview  CV and interview  CV and interview  CV and interview  CV and interview  CV and interview  Interview  CV and interview |
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| Planning and organising | Able to independently organise research activities according to the research plan for the study  Able to efficiently and systematically organise and store literature, research data and other project materials  Able to plan and organise workload to achieve project deadlines |  | Interview  Interview  Interview |
| Problem solving and initiative | Able to understand research problems and develop research strategies for addressing them  Able to use own initiative, including to solve research-related problems that arise during the course of the research to ensure smooth running of the project to time schedule |  | Interview  Interview |
| Management and teamwork | Able to manage self and prioritise workload.  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development  Able to proactively work with project team to achieve outcomes. | Able to independently supervise the work of more junior members of staff employed on the project as required | Interview  Interview  Interview  Interview |
| Communicating & influencing | Recognise the need to communicate details of project activities undertaken to PI and team members  Communicate sensitively and effectively with others to influence successful data collection and analysis  Able to present research results at group meetings and conferences  Able to write up research results for publication in leading peer-reviewed journals | Experience of working with service users in research projects | Interview  Interview  CV and Interview  CV and Interview  CV and interview |
| Other skills and behaviours | Understanding of relevant Health & Safety issues  Positive attitude to colleagues and students |  | CV and Interview  CV and Interview |
| Special requirements | Able to work flexible hours of work as required by the project work activities and timelines.  Able to travel to project meetings and conferences to disseminate study findings |  | Interview  Interview |

**JOB HAZARD ANALYSIS**

**Is this an office-based post?**

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| Yes | If this post is an office-based job with routine office hazards (eg: use of VDU), no further information needs to be supplied. Do not complete the section below. |
| No | If this post is not office-based or has some hazards other than routine office (eg: more than use of VDU) please complete the analysis below.  Hiring managers are asked to complete this section as accurately as possible to ensure the safety of the post-holder. |

## - HR will send a full PEHQ to all applicants for this position. Please note, if full health clearance is required for a role, this will apply to all individuals, including existing members of staff.

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| **ENVIRONMENTAL EXPOSURES** | **Occasionally**  (<30% of time) | **Frequently**  (30-60% of time) | **Constantly**  (> 60% of time) |
| Outside work |  |  |  |
| Extremes of temperature (eg: fridge/ furnace) |  |  |  |
| ## Potential for exposure to body fluids |  |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) |  |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: |  |  |  |
| Frequent hand washing |  |  |  |
| Ionising radiation |  |  |  |
| **EQUIPMENT/TOOLS/MACHINES USED** | | | |
| ## Food handling |  |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) |  |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) |  |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) |  |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling |  |  |  |
| Repetitive crouching/kneeling/stooping |  |  |  |
| Repetitive pulling/pushing |  |  |  |
| Repetitive lifting |  |  |  |
| Standing for prolonged periods |  |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) |  |  |  |
| Fine motor grips (eg: pipetting) |  |  |  |
| Gross motor grips |  |  |  |
| Repetitive reaching below shoulder height |  |  |  |
| Repetitive reaching at shoulder height |  |  |  |
| Repetitive reaching above shoulder height |  |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public | X |  |  |
| Lone working | X |  |  |
| ## Shift work/night work/on call duties |  |  |  |