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| Last updated: | 30/04/2021 |

**JOB DESCRIPTION**

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| Post title: | **Knowledge Mobilisation Fellow (O.4FTE)** | | |
| School/Department: | NIHR ARC Wessex | | |
| Faculty: | Environmental and Life Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | | |
| \*ERE category: | Research pathway | Level | 6 |
| Posts responsible to: | ARC Wessex Senior Programme Manager: Implementation and Knowledge Mobilisation ARC Wessex Academic Career development (ACD) Lead | | |
| Posts responsible for: | N/A | | |
| Post base: | Hybrid working (office-based within Chilworth) | | |

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| Job purpose | |
| The Knowledge Mobilisation Fellow role provides post holders with an opportunity to undertake learning and development to enable academic career advancement in knowledge mobilisation. The opportunity is aimed at individuals who have the potential to become leaders in Knowledge Mobilisation, specifically in the field of Mental Health or the Community Care, home care and care home sector  KM is about getting the “right information” to the “right people” in the “right format” at the “right time”. It consists of activities and outputs that build awareness, disseminate findings and enable use of research. The goal is to maximise the impact of research and communicate these widely.  The Knowledge Mobilisation programme aims to facilitate evidence-based knowledge mobilisation practices with partners in health and care and applied health researchers in Wessex, build capability so researchers can embed planning for knowledge mobilisation at inception of all projects, and develop capacity in knowledge mobilisation among our partners.  The post holder will lead and support delivering knowledge mobilisation activities for identified project(s) (to be confirmed on appointment) in the Wessex health and social care system, working alongside an implementation team, Health Innovation Wessex, and health and care providers especially those involved in service transformation and improvement. They will be also responsible of building capacity of KM among researchers and organisations supported by the ARC capacity building and implementation leads.  The post is available for 0.4 FTE for up to 18 months (end date 31st March 2026, with potential for extension pending outcome of further funding award) and could be considered as a secondment opportunity. The post holder will also undertake a programme of training in knowledge mobilisation.  The post holder will work closely with the ARC Wessex Implementation team, project leads, fellow researchers, clinicians, and managers across the ARC network, and in particular colleagues at Health Innovation Wessex, and Dorset and Hampshire and Isle of Wight Integrated Care Boards.  The post holder will ensure all work undertaken as part of this role is properly conducted according to Good Clinical Practice (GCP), Research Governance Framework and that all personal or confidential data is appropriately managed according to UK General Data Protection Regulations and relevant guidance. | |
| Key accountabilities/primary responsibilities | % Time |
| 1. Devise, develop and oversee a training and development plan consistent with the Vitae Researcher Development Framework to enhance knowledge, skills and experience in knowledge mobilisation. Provide expert advice and subject leadership to other staff and students, including research supervision | 40 % |
| 1. Lead the NIHR ARC Wessex Knowledge Mobilisation programme by facilitating evidence-based knowledge mobilisation practices with partners in health and care and applied health researchers in Wessex, specific to mental health and social care.     Develop and engage in research methodologies and creative techniques that add to knowledge and understanding of knowledge mobilisation and adoption of complex interventions/changes to practice | 40 % |
| 1. Develop and sustain a national and international reputation as a research leader in a major subject area, maintaining the regular dissemination and explanation of findings through leading peer-reviewed publications, major conferences, or exhibiting work at other appropriate events. | 5 % |
| 1. Contribute to the strategic objectives of ARC Wessex, through undertaking activities that support knowledge mobilisation, including: preparing reports/papers for publications, presenting at conferences, or exhibiting work at other appropriate events. | 5% |
| 1. Undertake liaison with external organisations including Health Innovation Wessex, and health and care providers especially those involved in service transformation and improvement, associated academic facilities and commercial users. | 5 % |
| 1. Manage administrative tasks associated with the ARC Wessex Knowledge Mobilisation work, including risk assessment of programme activities, leading project meetings and preparation of annual reports. Management of procedures required to ensure accurate and timely formal reporting and financial control.   Represent the ARC Wessex in the disciplinary community externally.  Any other duties commensurate with the grade of the post as directed the line manager following consultation with the post-holder. | 5% |

| Internal and external relationships |
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| Responsible to ARC Wessex Senior Programme Manager: Implementation and Knowledge Mobilisation ARC Wessex Academic Career development (ACD) Lead  Collaborators and colleagues across the NIHR ARC network including Health Innovation Wessex, the Hampshire and Isle of Wight and Dorset Integrated Care Systems, Local Authorities, PPIE networks and others (as relevant to the project(s))  Responsible for reporting and liaison with external funding bodies or sponsors.  Coordinate the day-to-day activities with research and implementation staff under the guidance of the ARC Wessex Implementation lead and Senior Programme Manager |

| Special Requirements |
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| Travel to knowledge mobilisation sites and meetings.  Occasional over night stays may be required. |

**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | PhD qualification  Ambition to develop a research career focused on knowledge mobilisation  Significant Track record of published research on a trajectory to become a future research leader  Well-established national and international reputation in knowledge mobilisation with high relevance to one or more of the research topics in Mental Health or Community Care, home care or care home sector planned for this post | Evidence of professional development relevant to post.  Teaching at undergraduate and/or postgraduate level.  Evidence of training and development in implementation science and/or knowledge mobilisation.  Significant experience of developing and managing a programme of activities to achieve knowledge mobilisation. |  |
| Planning and organising | Proven ability to organise a range of high-quality research activities to deadline and quality standards, ensuring plans complement broader research strategy  Proven ability to lead major funding bids, developing funding sources and attracting significant funds  Proven ability to build research teams  Able to contribute to the development of research policy within the School/Department |  |  |
| Problem solving and initiative | Able to develop significant new concepts and original ideas within own field in response to intractable issues of importance to the research area |  |  |
| Management and teamwork | Able to mentor, manage, motivate and coordinate research team, delegating effectively. Able to resolve performance issues and formulate staff development plans, where appropriate, to ensure team aims are met  Able to foster and develop good relationships between own School/Department and the rest of the university and ARC Wessex community. Able to work proactively with senior colleagues to develop cross-School/Department and institution cooperation and effectiveness  Able to monitor and manage resources and budgets  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development |  |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Extensive track record of presenting research results at group meetings and conferences  Able to persuade and influence at all levels in order to foster and maintain relationships, resolving tensions/difficulties as they arise  Able to provide expert guidance and to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems  Able to negotiate for the School/Department on key issues  Able to develop and lead key communications strategies | Experience of working at system level in the context of health and social care |  |
| Other skills and behaviours | Compliance with relevant Health & Safety issues  Familiarity and compliance with the requirements of UK GDPR and research approvals requirements  Positive attitude to colleagues and students |  |  |
| Special requirements | Able to attend local, national and international meetings and conferences in person to present research results |  |  |

**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 |  |  |  |