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| Last updated: | April 2024 |

**JOB DESCRIPTION**

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| Post title: | **Public Policy Fellow (0.4FTE over 6 months or 0.2 FTE over 12 months)** | | |
| School/Department: | NIHR ARC Wessex University of Southampton | | |
| Faculty: | Environmental and Life Sciences | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 5 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Lead for Academic Career Development, ARC Wessex in collaboration with Head of Public Policy|Southampton. | | |
| Posts responsible for: | N/A | | |
| Post base: | Hybrid working (office-based at University of Southampton) | | |

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| Job purpose |
| We are pleased to offer an exciting learning and development opportunity in collaboration with Public Policy|Southampton to an early to mid-career post-doctoral researcher interested in increasing their skills and knowledge related to policy impact and supporting evidence-informed policy making.  The Public Policy Fellow will be eligible for an NIHR academy membership and will work via a placement with Public Policy|Southampton to contribute to the ARC Wessex Public Policy work programme which aims to:   * upskill researchers on the types of data and information needed to influence policymakers in their field of research * enhance the local, sub-national, national and international public policy impact of the ARC Wessex research portfolio.   The post holder will apply with an existing research project, with potential for Public Policy impact, relevant to the above aims and aligned to one, or more, of the ARC Wessex themes (Ageing & Dementia, Healthy Communities, Long Term Conditions, Workforce & Health Systems).  The post is available on a 0.4FTE basis and subject to the agreement of all parties involved may be suitable for a secondment. It is anticipated a Fellow’s time will be split between undertaking training and development and progressing their chosen Public Policy project.  The post holder will work closely with ARC Wessex theme leads, research project leads, the implementation and knowledge mobilisation team, clinicians, managers and commissioners across the ARC Wessex network and subcontractors. The post holder will ensure that NIHR ARC Wessex research 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 |
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|  | Contribute to work designed to progress the NIHR ARC Wessex Academic Career Development strategy by engaging with Public Policy, research partners, Principal Investigators, and those working in policy engagement. | 40% |
|  | Develop and execute a training and development plan consistent with the Vitae Researcher Development Framework to enhance knowledge, skills and experience in policy impact and stakeholder engagement Engage with NIHR Academy learning and development offer for NIHR academy members | 40% |
|  | Develop and engage in research methodologies that add to applied knowledge and understanding of Public Policy and adoption of complex interventions and evidence-informed policy development | 20% |
|  | Contribute to the strategic objectives of ARC Wessex and Public Policy Southampton, through undertaking activities that support their aims including: preparing reports/papers and other forms of communication to promote research findings, presenting at conferences and stakeholder meetings, public engagement, attending Party Conferences, or exhibiting work at other appropriate events. |
|  | Carry out management and administrative tasks, including risk assessment of project activities, organisation of project meetings and documentation and preparation of annual reports. To oversee and implement procedures required to ensure accurate and timely formal reporting and financial control. |
|  | Any other duties commensurate with the grade of the post as directed the line manager following consultation with the post-holder. |

| Internal and external relationships |
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| Responsible to Lead for Academic Career Development, ARC Wessex in collaboration with Head of Public Policy UoS.  Researchers, other professional services, and Public Policy Southampton under the guidance of the Head of Public Policy.  Collaborators and colleagues across NIHR ARC Wessex and wider ARC network and the Hampshire and Isle of Wight and Dorset Integrated Care Systems  Relevant parliamentarians  Relevant central government civil servants and agencies  Relevantlocal councils and cabinet councillors  Relevant national Think Tanks |

| Special Requirements |
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| Travel to public policy 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 or equivalent professional qualifications and experience in a health services research or related discipline  Experience of conducting applied health research in fields of relevance to NIHR ARC Wessex portfolio | Direct experience of conducting research on one or more of the research topics planned for this post  Evidence of professional development relevant to post.  Growing and consistent national reputation in techniques of policy engagement with high relevance to one or more of the research topics planned for this post  Track record of published research on a trajectory to become a future research leader |  |
| Planning and organising | Proven ability to organise a range of high-quality research and research impact activities to deadline and quality standards, ensuring plans complement broader research strategy | Ability to build a research team  Proven ability to develop innovative research proposals and attract research funding |  |
| Problem solving and initiative | Able to identify broad trends to assess deep-rooted and complex issues  Able to apply originality in modifying existing approaches to solve problems |  |  |
| Management and teamwork | Able to manage, motivate and coordinate the work of others, delegating effectively.  Able to undertake coordinating role in School/Department/university  Work effectively in a team, understanding the strengths and weaknesses of others to help teamwork development | Able to monitor and manage resources and budgets |  |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, engaging the interest and enthusiasm of the target audience  Track record of presenting research results at group meetings and conferences  Able to persuade and influence at different levels in order to foster and maintain relationships  Able to resolve tensions/difficulties as they arise  Able to provide expert guidance to colleagues in own team, other work areas and institutions to develop understanding and resolve complex problems |  |  |
| 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 national and international conferences and stakeholder meetings to present research results and promote findings to policy makers |  |  |

**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 |  |  |  |