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| Last updated: July 2024 |  |

**JOB DESCRIPTION**

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| Post title: | **Research Fellow** | | |
| Academic Unit/Service: | Primary Care, Population Sciences and Medical Education (PPM) | | |
| Faculty: | Medicine | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | ERE 4 |
| \*ERE category: | Research | | |
| Posts responsible to: | Principal Investigator & Research Fellow | | |
| Posts responsible for: | None | | |
| Post base: | Office-based | | |

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| Job purpose |
| To assist with the conduct of the 5-year evaluation of the effectiveness of the Hope Street Model, by working on the ENRICHER-C strand; this part of the study focuses on the recruitment and follow up of women on probation. To contribute towards the day-to-day operation of the evaluation under the guidance of principal investigator and Research Fellow; this will involve liaison with a range of stakeholders, participant recruitment, data collection in the community, analysis and write-up.  DIGNIFIE, is a mixed methods evaluation of Hope Street, an initiative of One Small Thing (OST), a registered charity. It is a pioneering residential network for women and their children. The evaluation aims to assess the impact of Hope Street on the lives and wellbeing of women resident in/supported by Hope Street and their children. ENRICHER-C involves engaging with and following-up women who are at risk of imprisonment and who are currently on probation. The researcher will work with probation to identify these women and meet with them to interview them on at least three occasions over a 12 month period. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | To develop research protocols and study procedures for ENRICHER-C, liaise effectively with research collaborators and report on study progress:   * Liaising with key stakeholders including One Small Thing, Ministry of Justice, HMPPS, police, etc. * Developing the ENRICHER-C study protocol and submitting it through the relevant data and ethics committees and ensuring all amendments are submitted when appropriate * Ensuring that any study data are secured and managed correctly (including the formal data sharing agreements are in place), and in accordance with GDPR & ethical guidelines * Reporting directly to the Research Fellow and Principal Investigator(s) on the study * Ensuring timeliness in the conduct of the study (e.g. key project milestones) are met | 5% |
|  | To play a key role in ENRICHER-C data collection, analysis and dissemination:   * Liaising with key stakeholders who hold the necessary data including One Small Thing, Ministry of Justice, HMPPS, police, etc. * Ensuring face-to-face data collection from participating women the community or in custody if they subsequently are imprisoned; conducting sensitive research interviews and focus groups under the guidance of the PI/project manager. * Contributing towards the accurate collection and management of data. * Conducting the analysis and interpretation of the results of the research in liaison with other team members. * Ensuring that all study protocols, research governance, good clinical practice guidelines are adhered to at all times. * Eliciting informed consent from study participants, highlighting the purpose of the study and explaining the assessments to be performed. This includes addressing participants’ questions and concerns regarding all aspects of the study and observing the confidentiality of participant information at all times, in accordance with the Data Protection Act. * Ensuring that all study documentation is kept in a clearly trackable system and is stored confidentially; documenting and reporting serious adverse events and incidents; ensuring that all data are recorded accurately and entered into the appropriate database in a timely manner and that data queries are dealt with on time. * Disseminating findings of the analyses by preparing publication materials for peer-reviewed journals, reports for funders, presenting results at conferences, producing infographics, and/or exhibiting work at other appropriate channels | 75% |
|  | To contribute to the development of applications for further funding opportunities relating to the work of Hope Street | 5% |
|  | To be responsible for the management of study documentation and coordination   * Storing all study data and documentation securely * Updating and developing study documentation as required * Coordinating with DIGNIFIE research partners * Supporting and participating in the Management Group and Advisory Group meetings * Administrative tasks/duties to support project activities * Leading on the annual reports and all formal study reports to funders and other agencies as necessary | 10% |
|  | Any other duties as allocated by the line manager following consultation with the post holder. | 5% |

| Internal and external relationships |
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| External: Working closely with One Small Thing and OST staff throughout Hampshire  External: Working closely with the Prison Reform Trust and EP:IC  External: Working closely with a range of stakeholders including experts by experience and those from organisations such as the Ministry of Justice, HMPPS, NHSE/I, DHSC, UKHSA, etc.  Internal: Other members of the School of Primary Care, Population Sciences and Medical Education  Internal: Applied Research Collaboration for Wessex (Healthy Communities Theme) |

| Special Requirements |
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| The post-holder will be expected to attend conferences/dissemination events for the purposes of engaging with stakeholders and/or disseminating results.  Applications for Research Fellow positions will be considered from candidates who are working towards or nearing completion of a relevant PhD qualification or who have gained the equivalent experience. 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 in public health or a health-related field or equivalent public health qualifications/experience and experience in public health research or a closely related field.  Understanding of research methodologies  Knowledge/experience of analysis and interpretation of statistical/analytical research outcomes  Knowledge of research design and methods  Experience of conducting quantitative research  Experience of statistical and qualitative computer packages (e.g. SPSS, STATA or an equivalent statistical package and nVivo) | Knowledge and experience of research governance requirements  Prison or other forensic experience  Previous work experience with a vulnerable population, e.g. young offenders, looked after children, troubled families, homeless people, or others.  Experience working in an NHS-based mental health or social care environment with service user contact  Experience extracting and coding data from a variety of large databases  Experience of conducting and analysing qualitative research | C.V.  C.V./interview  C.V./interview  C.V./interview  C.V./interview  C.V./interview  C.V./interview |
| Problem solving and initiative | Able to independently solve a range of problems by responding to varying circumstances, whilst working within standard procedures.  Able to think ahead to anticipate problems and show initiative in resolving and preventing issues.  Able to work independently with minimum supervision. |  | CV &  Application Interview |
| Management and teamwork | Able to contribute to team efficiency through sharing information and constructively supporting others.  Ability to work well with others in challenging environments. |  | CV &  Application Interview |
| Communicating and influencing | Able to communicate with participants from various walks of life in an approachable, non-judgemental manner, building and maintaining rapport whilst staying focused on the task.  Able to seek and clarify detail.  Effective verbal and written communication skills, with a high standard of grammar.  Able to report on own duties and activities to other colleagues as required.  Able to communicate challenges as they arise. | Publications in health research or related field | Interview |
| Other skills and behaviours | Ability to demonstrate resilience and tenacity in dealing with challenging circumstances and behaviours.  Awareness and understanding of equality, diversity and inclusion within the context of the criminal justice system.  Flexibility and willingness to contribute to other aspects of the DIGNIFIE study. |  | CV &  Application Interview |
| Special requirements | Occasional early evening commitments, for example, should a participant be unavailable during the day. |  |  |

**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 | N/A |  |  |
| Extremes of temperature (eg: fridge/ furnace) | N/A |  |  |
| ## Potential for exposure to body fluids | N/A |  |  |
| ## Noise (greater than 80 dba - 8 hrs twa) | N/A |  |  |
| ## Exposure to hazardous substances (eg: solvents, liquids, dust, fumes, biohazards). Specify below: | N/A |  |  |
| Frequent hand washing | N/A |  |  |
| Ionising radiation | N |  |  |
| **EQUIPMENT/TOOLS/MACHINES USEDA** | | | |
| ## Food handling | N/A |  |  |
| ## Driving university vehicles(eg: car/van/LGV/PCV) | N/A |  |  |
| ## Use of latex gloves (prohibited unless specific clinical necessity) | N/A |  |  |
| ## Vibrating tools (eg: strimmers, hammer drill, lawnmowers) | N/A |  |  |
| **PHYSICAL ABILITIES** | | | |
| Load manual handling | N/A |  |  |
| Repetitive crouching/kneeling/stooping | N/A |  |  |
| Repetitive pulling/pushing | N/A |  |  |
| Repetitive lifting | N/A |  |  |
| Standing for prolonged periods | N/A |  |  |
| Repetitive climbing (ie: steps, stools, ladders, stairs) | N/A |  |  |
| Fine motor grips (eg: pipetting) | N/A |  |  |
| Gross motor grips | N/A |  |  |
| Repetitive reaching below shoulder height | N/A |  |  |
| Repetitive reaching at shoulder height | N/A |  |  |
| Repetitive reaching above shoulder height | N/A |  |  |
| **PSYCHOSOCIAL ISSUES** | | | |
| Face to face contact with public |  | YES |  |
| Lone working |  | YES |  |
| ## Shift work/night work/on call duties | NO | NO | NO |