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| Last updated: | 17/09/24 |

**JOB DESCRIPTION**

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| Post title: | **Methodologies Fellow** | | |
| Academic Unit/Service: | Primary Care and Population Sciences | | |
| Faculty: | Medicine | | |
| Career Pathway: | Education, Research and Enterprise (ERE) | Level: | 4 |
| \*ERE category: | Research pathway | | |
| Posts responsible to: | Associate Professor in Primary Care (Chief Investigator) | | |
| Posts responsible for: | N/A | | |
| Post base: | Hybrid Working (Office-based at Aldermoor Health Centre) | | |

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| Job purpose |
| The Multiple Long-Term Conditions Cross-NIHR Collaboration (MLTC CNC) has been established to bring together the NIHR’s translational, applied and policy research infrastructure to respond to the NIHR Strategic Framework for MLTC Research. Within this, we are recruiting a part-time methodologies fellow to join **The Methodologies Workstream** which aims to identify the key challenges around research methodologies (including data science, recruitment, and analysis methods) to treat and prevent MLTC or the consequences of MLTC which require a collaborative approach to overcome and accelerate research for the benefit of patients.  You will be based within [The Big Data in Health Group](https://www.southampton.ac.uk/research/groups/big-data-in-health-group#:~:text=Our%20groups%20research%20uses%20large,diseases%20to%20inform%20preventive%20action.) (BDiH ) at the University of Southampton under the supervision of Dr Hajira Dambha-Miller but your role will be carried out remotely working with our interdisciplinary methodologies team across the NIHR infrastructure.  The post holder will already be working in the field of multimorbidity. You will be responsible for co-ordinating our team of senior researchers across the NIHR and will therefore need to have good organisation and administrative skills. You will have excellent writing skills and be able to work independently to draft high-quality academic research papers and convey methodological results of findings through presentations using interactive visualisations. You will be working under time pressures with tight deadlines. |

| Key accountabilities/primary responsibilities | | % Time |
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|  | - To lead co-ordination of the NIHR CNC Methodologies workstream  - To organise team meetings, minute these and action outcomes  - To be able to work under pressure and respond quickly to deliver time-dependent and critical data outputs (e.g., to inform national policy or replying to enquiries). | 40 % |
|  | - To lead and contribute towards publication standard academic research papers.  - To present research findings nationally and locally through interactive presentations.  - Able to work in a fast-paced environment and deliver critical written and other research outputs on time and to a high standard. | 40 % |
|  | Provide support, guidance and advice to colleagues or collaborators in their area of expertise, particularly in relation to methodologies around MLTC. | 10 % |
|  | Contribute to planning and development of new innovative research proposals and projects within the methodologies workstream, including identifying sources of research funding and securing funds through bids. | 10% |

| Internal and external relationships |
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| * To be line managed and supervised by Dr Hajira Dambha-Miller * May have additional reporting and liaison responsibilities to external funding bodies or sponsors. * Engage with internal and external collaborators/colleagues in other work areas and institutions. |

| Special Requirements |
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| * To be available to participate in weekly online project meetings, attend quarterly in-person away days and other collaborative project events. * To attend local or national conferences for the purpose of disseminating methodologies workstream activities and outcomes * 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 qualification/experience in any field related to methodologies  Experience with or knowledge of MLTC  Experience or knowledge of how to submit data research requests and ethics approvals processes.  Experience of writing up findings to publication standard within limited timelines. | Growing and consistent national reputation in related field. | Application and CV |
| Planning and organising | Proven ability to organise a range of high-quality research activities to the required quality standards  Ensure that own work plans complement and contribute to the broader research strategy and project goals.  Able to work under pressure and a track record of delivering assigned tasks within agreed timelines. | Proven ability to develop innovative research proposals and attract research funding. | Application, CV and interview |
| Problem solving and initiative | Knowledge and understanding of potential challenges and difficulties in MLTC research studies, including having problem-solving skills and able to apply innovative solutions to manage problems  Able to quickly develop understanding of complex problems and apply in-depth knowledge to address them.  Able to develop and apply original techniques and methods. |  | Application, CV and interview |
| Management and teamwork | Work effectively in a team, understanding the strengths and weaknesses of others to foster teamwork development and collaborative working.  Ability to work independently and manage own time.  Able to work effectively both remotely and in office settings. |  | Application, CV and interview |
| Communicating and influencing | Communicate new and complex information effectively, both verbally and in writing, which engages the interest and enthusiasm of the target audience.  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.  Able to communicate effectively with line managers and provide regular updates on progress with agreed tasks.  Set and agree realistic and deliverable deadlines with line managers, and quickly notify line managers of any challenges that may delay the delivery of key time-critical tasks. | A track record of presenting research results at group meetings and conferences. | Application, CV and interview |
| Other skills and behaviours | Display a positive attitude to colleagues, students and the public.  Carry out duties with high levels of professionalism, including attending meetings punctually and be fully prepared to participate in meetings; and respond promptly and professionally to requests from the Principal Investigator and other colleagues. |  | Application, CV and interview |
| Special requirements |  | Able to attend national and international conferences to present research results. | Application, CV and 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 |  |  |  |
| Lone working |  |  |  |
| ## Shift work/night work/on call duties |  |  |  |