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| Last updated: | 11/12/2024 |

**JOB DESCRIPTION**

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| Post title: | **Technician/Research Technician** | | |
| Standard Occupation Code: (UKVI SOC CODE) |  | | |
| School/Department: |  | | |
| Faculty: | Medicine | | |
| Career Pathway: | Technical and Experimental (TAE) | Level: | 3 |
| Posts responsible to: | Associate Professor in Primary Care (Chief Investigator) | | |
| Posts responsible for: |  | | |
| Post base: | Non-Office-based (see job hazard analysis) | | |

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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 full-time research technician to join ‘**The Methodologies Workstream’,** as part of the Big Data in Health group,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. |

| Key accountabilities/primary responsibilities | | % Time |
| --- | --- | --- |
|  | To carry out a range of tests, analysing and evaluating the results using specified methodologies, and contributing to the interpretation of results, the development of techniques and the choice of models and approaches.  To 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. | 20% |
|  | To ensure accurate completion of all documentation, reports and records.  To support the work of the NIHR CNC Methodologies workstream  To attend team meetings, and action relevant 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). | 20 % |
|  | Contribute to planning and development of new innovative research proposals and projects within the methodologies workstream. | 10% |
|  | Any other duties as allocated by the line manager following | 10% |

| Internal and external relationships |
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| Other members of the department/University staff. |

| Special Requirements |
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**PERSON SPECIFICATION**

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| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, knowledge and experience | Skill level equivalent to HNC, A level, NVQ 3, with proven work experience acquired in relevant technical support roles and job-related training.  Experience of applying understanding of specialist technical equipment, processes and procedures related to data science.  Able to demonstrate a good understanding of technical processes relating to data science.  Ability to accurately analyse and interpret data, presenting summary information in a clear and concise format. | Degree (or equivalent qualification or experience). | Application, CV and interview |
| Planning and organising | Able to plan and prioritise a range of one’s own, and the team’s standard and non-standard work activities.  Ability to successfully plan and deliver technical support of projects over a period of several months. |  | Application, CV and interview |
| Problem solving and initiative | Experience of contributing innovative ideas to solve technical problems.  Experience of using judgement to find solutions to problems for which no standard procedure exists. |  | Application, CV and interview |
| Management and teamwork | Experience of providing training/coaching to colleagues and students in relation to technical tasks.  Able to solicit ideas and opinions to help form specific work plans.  Able to positively influence the way a team works together. | Successful supervisory experience.  Ability to effectively allocate to, and check work of staff, coaching/ training and motivating staff as required. | 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 work alongside other work areas and institutions, to contribute towards understanding and resolution of complex problems.  Able to communicate effectively with line managers and provide regular updates on progress with agreed tasks. |  | Application, CV and interview |
| Other skills and behaviours | 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. |  |  |
| Special requirements | Willingness to undertake Health and Safety training specific to role. |  | 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 |  |  |  |