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| Job Description and Person Specification (HR5) | | | | | | |  | | | | | | | |
| **Job Description** | | | | | | | | | | | | |
| School/Department: | Health Sciences | | | | | | | | | | | |
| Post Title: | Research Fellow | | | | | | | | | | | |
| Please enter Level under appropriate Career Pathway | ERE | TAE | | | | MSA | | | CAO | | R.Nurse | Clinical | |
| 4 |  | | | |  | | |  | |  |  | |
| ERE Category | Academic Posts | | | | | | | Non-Academic Posts | | | | |
| Academic  (mixed) | | Research  only | | Teaching  only | | | Enterprise | | Education Development | | |
|  |  | | X | |  | | |  | |  | | |
| Posts Responsible to (and Level): | | | | Prof Carl May (Level 7), Prof Mandy Fader (Level 7) & Prof Alison Richardson (Level 7); Dr Michelle Myall (day to day line manager, Level 5) | | | | | | | | |
| Posts Responsible for (and Level): | | | | None | | | | | | | | |
| Job Purpose:   * To support and progress the development of NIHR Wessex CLAHRC Theme 6*: Complexity, Patient Experience, and Organisational Behaviour.* * To conduct qualitative aspects of a process evaluation of the Multi-Cath trial. | | | | | | | | | | | | |

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| **Key Accountabilities/Primary Responsibilities:**   1. To work under the direction of Profs May, Fader and Richardson, responsible for delivering key components of the work programme of the CLAHRC Theme 6 and Multi-Cath trial , including but not limited to:  * Carrying out tasks for a systematic review of the experiences of life limiting, long term conditions amongst patients and carers (including screening, data extraction, critical appraisal, evidence synthesis and conceptual model building). * Design and deliver key research components of the Multi-Cath Trial (including qualitative data analysis, directed content analysis of qualitative data, and conceptual model building) * Liaison with staff, clinicians, patients and public across the range of NHS, Voluntary and Private sector contexts to ensure the successful identification and achievement of research and implementation objectives. * Assist with the organisation of seminars and meetings, and making a substantial contribution to dissemination of findings, preparing reports/papers for publications, presenting results at conferences and meetings, or exhibiting work at other appropriate events.  1. To undertake administrative tasks associated with research activity including, but not limited to: (a) drafting internal reports, record keeping, data management, organization of meetings. (b) implementing relevant statutory, university and NHS procedures including, but not limited to those related to Data Security and Management, Good Clinical Practice, Patient procedures required to ensure protection of confidential patient and other data and documents. | % Time  80  20 |
| **Internal & External Relationships:**  Internal: Working closely with Profs Carl May, Mandy Fader, and Richardson, and Dr Myall, other CLAHRC theme leaders and staff, other university staff.  External: Patients, their advocates, clinicians, and managers in NHS and other relevant contexts | |

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| **Person Specification** | | | |
| Criteria | Essential | Desirable | How to be assessed |
| Qualifications, Knowledge and Experience:  Good first degree in a social science or health-related discipline  PhD in a social science or health-related discipline or equivalent  Experience of literature review, data collection and analysis using qualitative and quantitative techniques.  Experience of Directed Content Analysis and Normalisation Process Theory  Experience in report writing and writing for publication. | √  √  √  √ | 🗸 | C.V.  C.V./interview |
| Planning and Organising:  Able to organise own research activities efficiently and to a high standard  Attention to detail | √  √ |  | C.V./interview/  references |
| Problem Solving and Initiative:  Able to ensure the efficient and timely completion of the study, working to tight deadline | √ |  | C.V./interview/ references |
| Management and Teamwork:  Able to manage complex relationships and work effectively with colleagues, patients, NHS managers and professionals, as required | √ |  | C.V./interview/ references |
| Communicating and Influencing:  Excellent written communication skills  Excellent verbal communication skills, essential for conducting interviews with patient groups | √  √ |  | C.V./interview/ references |
| Other Skills and Behaviours:  Able to critically analyse theory and research | √ |  | C.V./interview/ references |
| Special Requirements:  Current Good Clinical Practice Training (i.e. completed in the last 2 years)  Current Research Passport (completed in last 3 years)  Flexible working schedule – some evening and weekend work, national and international travel will be required.  Understanding of relevant Health & Safety, ethical and confidentiality issues and evidence of high level of professionalism at all times. | √  √ | √  √ | Interview /references |

**Job Hazard Analysis Form - Appendix to Job and Person Specification**

Please tick **one** of the following statements:

|  |  |
| --- | --- |
| This post is an office-based job with **routine** office hazards e.g. use of VDU (if ticked, no further information needs to be supplied) | √ |
| This post has **some hazards other than routine office** e.g. more than use of VDU |  |

Please tick all those that apply, and put N/A if not applicable

|  |  |  |  |
| --- | --- | --- | --- |
| **Environmental Exposures** | **O\*** | **F** | **C** |
| 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 …………………………………………………………. ## |  |  | N/A |
| Frequent hand washing |  |  | N/A |
| Ionising radiation. |  |  | N/A |
| **Equipment/Tools/Machines used** |  |  |  |
| Food Handling ## |  |  | N/A |
| Driving university vehicles(e.g. car/van/LGV/PCV) ## |  |  | N/A |
| Use of latex gloves (note: prohibited unless specific clinical necessity) ## |  |  | N/A |
| Vibrating tools ( e.g. 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 i.e. steps, stools, ladders |  |  | N/A |
| Fine motor grips (e.g. 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 |  | F | N/A |
| Lone working | O |  | N/A |
| Shift work/night work/on call duties ## |  |  | N/A |

**O – Occasionally** (up to 1/3 of time)**; F – Frequently** (up to 2/3 of time)**; C – Constantly** (more than 2/3 of time) ## denotes to HR the need for a full PEHQ to be sent to all applicants for this position.

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| **FOR SCHOOL/SERVICE USE ONLY** | ResourceLink Post Number | | | |
| Which post does this job report to |  | | | |
| Is this post a Line Manager? | Yes |  | No | x |
| If yes, which posts directly report into it? | ResourceLink Post Number | | | |
| Post 1 |  | | | |
| Post 2 |  | | | |
| Post 3 |  | | | |
| Post 4 |  | | | |
| Post 5 |  | | | |
| Post 6 |  | | | |
| Post 7 |  | | | |
| Post 8 |  | | | |
| Please add additional rows as required | | | | |