

THE POST

College /Service: University of Exeter Medical School (<http://medicine.exeter.ac.uk/>)

Post: Research Fellow

Reference No: P50915

Grade: F

Reporting To: Jo Thompson Coon

The above full-time post is available 1st March 2016 on a fixed term basis for 24 months within the National Institute for Health Research (NIHR) Collaboration for Leadership in Applied Health Research and Care (CLAHRC) South West Peninsula (PenCLAHRC), based in the University of Exeter Medical School..

Job Description

Main purpose of the job:

The post holder will work within the PenCLAHRC Evidence Synthesis Team to promote and apply evidence synthesis techniques across a number of key areas of health services research. The Evidence Synthesis Team is a dynamic group of health services researchers who are involved in producing systematic reviews to inform locally relevant evidence based practice and play an integral role in the identification and prioritisation of research projects for development within the South West Peninsula. Whilst the post is based in Exeter, it will be necessary to travel within the South West region to facilitate Evidence Synthesis Team led clinics (described below) and support the PenCLAHRC prioritisation process. Furthermore, the post holder will be expected to contribute to the increased visibility of the Evidence Synthesis Team in Plymouth, in liaison with PenCLAHRC colleagues.

PenCLAHRC

The National Institute for Health Research Collaboration for Leadership in Applied Health Research and Care for the South West Peninsula (NIHR CLAHRC SWP), generally known as PenCLAHRC, is an applied health research initiative that is currently funded until December 2018. PenCLAHRC's fundamental objective is to improve health outcomes for patients and the public through the conduct and translation into practice of patient-focused applied health research.

In our research and associated educational activity, PenCLAHRC staff, researchers, and collaborators seek to develop the existing partnerships between NHS and academic organisations in the South West. In our work to date we have worked hard to increase collaborative activity in applied health research, enabling us to build significant research and implementation capacity.

PenCLAHRC was designed to provide (1) the environment and infrastructure to facilitate the identification of key research and implementation questions by NHS organisations, clinicians and managers, and members of the public, and (2) the means to conduct primary and secondary research and implementation work needed to address these. Our funding has enabled the promotion of engagement and involvement in research that reflects real clinical, managerial, and public concerns, contributing to the creation of a more research-receptive culture in the local NHS and other local health and social care organisations. This engagement has been and continues to be crucial to securing our ultimate aim of fundamentally changing the way applied health research is conducted and valued by the health community (and external research funders) and ensuring the work we do and structures we put in place are sustainable in the long term.

In January 2014, the collaboration expanded to become a partnership between the University of Exeter, Plymouth University and all the NHS Trusts, plus other health and social care providers, in Devon, Cornwall

and parts of Somerset. Professor Stuart Logan is the Director of PenCLAHRC and is based at the University of Exeter Medical School.

For more information about our work please visit the PenCLAHRC website:
<http://clahrc-peninsula.nihr.ac.uk/>

Main duties and accountabilities (Research Fellow level):

1. To undertake research as appropriate to the field of study including:

- Undertaking various tasks associated with systematic review and evidence synthesis of quantitative and qualitative information including;
 - Identifying and liaising with relevant stakeholders;
 - Identifying and selecting published and unpublished papers meeting the inclusion criteria;
 - Carrying out the data extraction and quality appraisal of included papers;
 - Carrying out the synthesis according to the predefined protocol;
 - Producing lay language summaries; and
 - Disseminating the findings of projects to those most able to make use of them.
- To contribute to the Evidence Synthesis Team's work in supporting the PenCLAHRC clinical engagement and prioritisation process to identify clinical uncertainties;
- To actively contribute to the 'Search and Review' clinics led by the Evidence Synthesis Team;
- Acting as principal investigator on research projects;
- Developing research objectives, projects and proposals;
- Conducting individual or collaborative research projects;
- Identifying sources of funding and contributing to the process of securing funds;
- Extending, transforming and applying knowledge acquired from scholarship to research and appropriate external activities;
- Writing or contributing to publications or disseminating research findings using media appropriate to the discipline;
- Making presentations at conferences or exhibiting work in other appropriate events;
- Assessing, interpreting and evaluating outcomes of research;
- Developing new concepts and ideas to extend intellectual understanding;
- Resolving problems of meeting research objectives and deadlines;
- Developing ideas for generating income and promoting research area;
- Developing ideas for application of research outcomes;
- Deciding on research programmes and methodologies, often in collaboration with colleagues and sometimes subject to the approval of the head of the research programme on fundamental issues.

2. To contribute to teaching and learning programmes in the School and to supervise postgraduate research students.

3. To act as research team leader including:

- Mentoring colleagues with less experience and advising on their professional development;
- Coaching and supporting colleagues in developing their research techniques;
- Supervising the work of others, for example in research teams or projects;

- Developing productive working relationships with other members of staff;
- Co-ordinating the work of colleagues to ensure equitable access to resources and facilities;
- Dealing with standard problems and help colleagues to resolve their concerns about progress in research.

4. To routinely communicate complex and conceptual ideas to those with limited knowledge as well as to peers using high level skills and a range of media and to present the results of scientific research to sponsors and at conferences.

5. To plan, co-ordinate and implement research programmes including:

- Managing the use of research resources and ensure that effective use is made of them;
- Managing research budgets;
- Helping to plan and implement commercial and consultancy activities;
- Planning and managing own consultancy assignments.

This job description summarises the main duties and accountabilities of the post and is not comprehensive: the post-holder may be required to undertake other duties of similar level and responsibility. Please visit the Human Resources website to view the Research Fellow role profiles.

Person Specification (Research Fellow level)

Competency	Essential	Desirable
Attainments/Qualifications	PhD (or nearing completion) or equivalent in a related field of study	Be a nationally recognised authority in the subject area
Skills and Understanding	<p>Knowledge and experience of undertaking systematic review and synthesis of quantitative and qualitative health research.</p> <p>Knowledge and experience of undertaking research using quantitative and qualitative research methods.</p> <p>Knowledge and experience of critical appraisal of research literature, including studies of complex interventions and studies of varying designs.</p> <p>Record of peer-reviewed research publications.</p>	<p>Knowledge and experience of combining quantitative and qualitative health research in mixed methods syntheses.</p> <p>Knowledge and experience of realist synthesis methods.</p> <p>Record of dissemination of research outputs via platforms other than peer reviewed journals and conferences.</p>
Prior Experience	<p>Experience of teaching at undergraduate level.</p> <p>Experience of managing research projects and research teams.</p> <p>Experience of obtaining grant funding (as the primary applicant or co-applicant)</p>	<p>Experience of postgraduate teaching and supervision.</p> <p>Experience of acting as principal investigator on research projects.</p>
Behavioural Characteristics	<p>Excellent written and verbal communication skills.</p> <p>Able to communicate complex and conceptual ideas to a range of groups.</p>	

	<p>Evidence of the ability to collaborate actively within the Institution and externally to complete research projects and advance thinking.</p> <p>Able to participate in and develop external networks.</p> <p>Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.</p> <p>Able to balance the pressures of research, administrative demands and competing deadlines.</p> <p>Willingness to travel to other sites across the South West Peninsula</p>	
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Informal Enquiries

Before submitting an application you may wish to discuss the post further by contacting Dr Jo Thompson Coon, (01392 726066 or j.thompson-coon@exeter.ac.uk) or Dr Rebecca Abbott (01392 726098 or r.a.abbott@exeter.ac.uk)

Additional Information Relating to the Post

Salary

Salary will be circa £33,574 per annum pro rata subject to knowledge, skills and experience.

An increment will be payable on 1 August each year until the top of the scale is reached (subject to being in post for 6 months and satisfactory performance). The scale will be subject to a cost of living review each year.

Hours of work

Hours of work will be 36.5 hours per week (full-time) but staff at this level may be required to work additional hours to meet the requirements of the role.

Annual Leave

The annual leave entitlement for full-time appointments is 41 days per calendar year (pro rata for part-time appointments). For further information see our website <http://www.admin.ex.ac.uk/personnel/leave.shtml>.

Probationary Period

The appointment will normally be subject to a probationary period of one year.

Appraisals

In line with best practice your appraisal will be carried out by the University with input from your Trust.

References & Medical Clearance

All appointments are subject to satisfactory reference and medical checks and individuals will be required to complete a medical assessment form before appointment is confirmed. Applicants should note that the University normally contacts referees for short-listed applicants without further advice to applicants. When advising of referees, if they are resident overseas, please ensure you supply fax numbers and/or email addresses enabling us to contact them (if necessary) without delay. **Option for Associate Professors** In addition to the three referees indicated, the University will take up an additional referees' reports (two) from referees identified by the University.

Right to Work in the United Kingdom

We welcome all applicants and the diversity they bring. However, the nature of this role, the salary and the qualifications required, mean that immigration legislation will not allow the University to apply for a

sponsorship certificate for this post. We strongly recommend that applicants that are non EEA nationals consult the Right to Work rules on the Home Office website at: www.ukba.homeoffice.gov.uk.

In particular you are encouraged to undertake a self assessment of your eligibility to work in the UK using the link to www.ukba.homeoffice.gov.uk/pointscalculator.

Terms & Conditions

The Terms and Conditions of Employment can be viewed on line by visiting <http://www.exeter.ac.uk/staff/employment/conditions/terms/>

Pensions

Membership of the Universities' Superannuation Scheme (USS) is automatic provided that you meet the qualifying criteria for membership. Please note that this scheme will be changing from April 2016 and for more information please go to <https://forthefuture.uss.co.uk>. Staff automatically become members and employee contributions will be taken from your pay unless you opt out in accordance with the current rules of the scheme. The USS benefit structure up to 31 March 2016 is as follows: The USS is a contracted-out scheme with two sections: Final Salary and Career Revalued Benefits; which section you will be eligible for will depend on any previous membership of USS. An information leaflet concerning the qualification rules for both the sections is enclosed; more detailed information about the USS scheme structure can be found at www.uss.co.uk. **IF you have been in USS before, you are strongly requested to contact the Pay and Benefits Office as soon as you can so that possible membership of the Final Salary benefits section can be investigated.** The University, as your employer, contributes such sums as will be required to maintain the full benefits of the scheme. You may opt out of the scheme and if you wish to do so, you should contact the Pay and Benefits Manager, Mrs Alison Rose (01392 263088/email a.j.rose@exeter.ac.uk) for further information.

Relocation

You may be able to claim relocation expenses in accordance with the University's Relocation Assistance Scheme. The maximum allowance that you can reclaim under the Relocation Assistance Scheme, if eligible, is 10% of salary.

Short-listing Information

We will acknowledge your application by email. The University of Exeter recognises the time and effort taken to apply for a position and will contact you by email to inform you of results of shortlisting

Application Procedure and Interview Information

The closing date for completed applications is **17TH January 2016**. We expect to hold interviews in Exeter.

Data Protection Act (1998)

The information contained within your application is being requested to enable the University to make employment decisions and meet statutory obligations. Any information provided to the University in this context will be treated confidentially and used only by manager(s), member of the University, Human Resources, Superannuation and Payroll during the course of your employment. Where the application relates to a post which is externally funded this information may be passed onto the relevant funding body.