

## THE POST

<b>College:</b>	<b>University of Exeter Medical School</b> <a href="http://www.exeter.ac.uk/medicine/">http://www.exeter.ac.uk/medicine/</a>
<b>Post:</b>	<b>Cochrane Heart Rehabilitation Research Fellow</b>
<b>Reference No:</b>	<b>R45046</b>
<b>Grade:</b>	<b>F</b>
<b>Reporting To:</b>	<b>Professor Rod Taylor</b>

The above part-time post is available immediately to the end of February 2019 in the University of Exeter Medical School (UEMS). Interviews will be held in Exeter on Wednesday 14th of December

### **University of Exeter Medical School (UEMS)**

The University of Exeter Medical School is engaging in world leading research that has local, national and global impact. It is an exciting time, as we look to capitalise on our success in REF 2014 through ambitious plans to further strengthen our research excellence and to deliver a first-class student experience. Our ambition is to be a top 10 UK Medical School, underpinned by a substantial and sustainable critical mass of world leading researchers. The University was one of three winners to receive additional government funding following REF2014. For Medicine, 84% of our research was rated as world leading or internationally excellent. We are now investing in ambitious plans to grow, as a central priority of University strategy.

Evidence Synthesis & Modelling for Health Improvement (ESMI) (<http://medicine.exeter.ac.uk/esmi/>) is a vibrant and multidisciplinary research group which specialises in the synthesis of research evidence for informing health policy and practice. We have been conducting systematic reviews and model-based economic analyses of health technologies and complex health programmes since 2001 (up to 2014, as the Peninsula Technology Assessment Group, PenTAG). Our work spans both ongoing contracts to support national policy-making agencies, NIHR-funded evidence syntheses, and internationally recognised methodological research relevant to evidence synthesis and improving the influence of research on policy-making. We are currently almost 40 researchers with advanced skills in conducting systematic reviews, model-based policy analyses and information science, and conduct reviews to inform a wide range of policy, practice and service delivery changes.

### **Job Description**

#### **Main purpose of the job:**

This is an exciting opportunity for a researcher to coordinate, manage and conduct a portfolio of Cochrane Heart rehabilitation reviews. Over the last decade and with support of a National Institute of Health Research (NIHR) Programme Grant and University of Exeter funding, Exeter has led the coordination, development, and publication of a number of Cochrane reviews: e.g. Exercise-based interventions for coronary heart disease; Exercise-based interventions for heart failure; Centre- vs home-based cardiac rehabilitation; Education-based interventions for coronary heart disease; Psychological-based interventions for coronary heart disease; Interventions to improve the uptake and adherence to cardiac rehabilitation (<http://medicine.exeter.ac.uk/esmi/workstreams/cochranecardiacrehabilitationreviews/>). Many of these reviews have led to high impact peer reviewed journal publications and directly influenced national and international clinical guidelines.

Applicants will possess a PhD or equivalent qualification/ experience in a related field of study (e.g. health services research, medical statistics, epidemiology) and will have good knowledge and skills of systematic reviews, and meta-analysis, and will coordinate the maintenance of this portfolio of systematic reviews/meta-analyses. The post will be based within the Evidence Synthesis & Modelling for Health Improvement (ESMI)

group of the Institute of Health Services Research and have the opportunity to work closely with other researchers with international expertise in the synthesis of research evidence.

**Main duties and accountabilities:**

1. To work alongside Prof Taylor to plan and coordinate the Cochrane cardiac rehabilitation portfolio of reviews.
2. To liaise with the Cochrane Heart Editorial base and co-reviewers to ensure the quality, efficient linkage and delivery of this portfolio of de novo and update cardiac rehabilitation reviews
3. To contribute to the conduct of cardiac rehabilitation reviews.
4. To write papers and reports for publication in peer-reviewed journals and submission to research sponsors and to effectively present findings via publications in journals and at conferences
5. To develop research objectives, projects and proposals;
6. To conduct individual or collaborative research projects;
7. To contribute to teaching and be involved in the assessment of student knowledge including assisting in the supervision of student projects and in the development of student research skills

In addition, you will be expected:

8. To undertake travel associated with undertaking the research work of work package (e.g. visiting Heart group in London) and attending appropriate Cochrane Collaboration and related meetings/conferences.
9. To identify sources of funding and contribute to the process of securing funds;
10. Extend, transform and apply knowledge acquired from scholarship to research and appropriate external activities;
11. To monitor and report progress against targets
12. 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 review skills; supervising the work of others.
13. 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.
14. As determined by the nature of the project and at the direction of the PI, to plan, co-ordinate and implement research programme activity including: managing the use of research resources and ensuring that effective use is made of them; monitoring and reporting on the use of research budgets.
15. To undertake other duties as may reasonably be required within the general scope of the role
16. To engage in continuous professional development and to be responsible for continually updating knowledge and understanding in field of study or specialism and for developing skills.

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

<b>Competency</b>	<b>Essential</b>	<b>Desirable</b>
Attainments/Qualifications	PhD or equivalent qualification/ experience in a related field of study (e.g. health services research, medical statistics, epidemiology).	Masters level qualification in a relevant area of health research or methods.
Skills and Understanding	Good knowledge and skills of systematic reviews, meta-analysis and critical appraisal of health- related research.  Record of research output in nationally or internationally recognised publications.	Knowledge of the requirements of the methods of Cochrane review(s).
Prior Experience	Experience of managing research projects and research teams.  Experience of undertaking systematic reviews of quantitative research (e.g. meta-analysis of randomised controlled trials).	Experience of conducting a Cochrane review(s).  Experience of acting as principal investigator on research projects.  Success in gaining grant funding.
Behavioural Characteristics	Excellent written and verbal communication skills.  Able to communicate complex and conceptual ideas to a range of groups.  Evidence of the ability to collaborate actively within the Institution and externally to complete research projects and advance thinking.  Able to participate in and develop external networks.  Able to identify sources of funding, generate income, obtain consultancy projects, or build relationships for future activities.  Able to balance the pressures of research, administrative demands and competing deadlines.  Good organisational skills.  Ability to manage time, workload and priorities with minimal supervision.	
Circumstances	Willingness to travel to conferences, meetings and other events.	

### **Informal Enquiries**

Before submitting an application you may wish to discuss the post further by contacting Prof Rod Taylor, Chair of Health Services Research, telephone 07968 152537 or email [r.taylor@exeter.ac.uk](mailto:r.taylor@exeter.ac.uk)

### **Additional Information Relating to the Post**

#### **Salary**

The starting salary will be from £33,943 up to £38,183 (pro rata) on Grade F, depending on qualifications 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**

Full time appointments are contracted to work a 36.5 hour week, over five days, to suit the requirements of the College, as notified by the College Dean. The hours of part-time staff are specified in the letter of appointment.

#### **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.

#### **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.

#### **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](http://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](http://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. For details on the scheme please go to the <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. More information about the USS scheme can be found at [www.uss.co.uk/members](http://www.uss.co.uk/members). 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 Pensions and Reward Advisor, Mrs Alison Rose (01392 723088/email [a.j.rose@exeter.ac.uk](mailto: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 **Thursday 1 December 2016**. Interviews are expected to take place on 9 December.

**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.