

Job Title:	Research Fellow A
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Responsible to:	Principal investigator
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Responsible for:	Not applicable
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Job Summary and Purpose:
To undertake research in accordance with the specified research project(s) under the supervision of the principal investigator.

Main Responsibilities/Activities
<p>To undertake a range of research activities within a specified research area, assuming responsibility for specific areas of projects and making use of new research techniques and methods, in consultation with the research award holder or supervisor. This may include fieldwork, interviews, laboratory experimentation, critical evaluation and interpretation, computer-based data analysis and evaluation or library research.</p> <p>Using initiative and creativity to identify areas for research develop new research methods and extend the research portfolio. Analysing and interpreting results of own research. Write up results and prepare papers for submission to appropriate journals and conferences, and other outputs as required and/or appropriate. Attend appropriate conferences for the purpose of disseminating research results of personal development. The post holder may also contribute to writing bids for research grants and will contribute to collaborative decision making with colleagues in areas of research.</p> <p>Continually update knowledge and develop skills, and translate knowledge of advances in the area into research activity.</p> <p>To plan and manage own research activity in collaboration with others. To carry out administrative tasks associated with specified research funding, for example risk assessment of research activities, organisation of project meetings and documentation. Implementation of procedures required to ensure accurate and timely formal reporting and financial control.</p> <p>To contribute to teaching in the Faculty by carrying out student supervision and/or demonstrating within the post holder's area of expertise and under the direct guidance of a member of departmental academic staff, as appropriate.</p> <p>The post holder may occasionally be required to supervise more junior research staff.</p>

Person Specification

The post holder must have:

A doctoral degree in a relevant discipline (although individuals who have almost completed a doctoral degree may be appointed). Consideration may also be given to individuals who do not hold a doctoral degree but have required skills based on a number of years experience in specified / relevant fields.

The post holder will have authority over some aspects of project work and must be capable of providing academic judgement, offering original and creative thoughts and be able to interpret and analyse results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor. The post holder may be asked to serve on a relevant Faculty committee. There may be additional reporting and liaison responsibilities to external funding bodies or sponsors. The post holder may work on original research tasks with colleagues in other institutions.

Special Requirements

To be available to participate in fieldwork as required by the specified research project.

All staff are expected to:

- Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the University of Surrey Equal Opportunities policy.
- Help maintain a safe working environment by:
 - Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand
 - Following local codes of safe working practices and the University of Surrey Health and Safety Policy
- Undertake such other duties within the scope of the post as may be requested by your Manager.

Addendum

This document provides additional information relating to both specific aspects of the post/faculty and any post specific person specification criteria. The information contained within this document should always be read in conjunction with the accompanying generic Job Purpose.

Job Title:	Research Fellow A – NIHR PHR Realist Review Women’s Health
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Background Information/Relationships

The Workforce Organisation and Wellbeing (WOW) Research Group in the School of Health Sciences is seeking a Research Fellow to work on an NIHR Public Health Research funded project to undertake a review of evidence into women’s workplace health and wellbeing. This review will identify effective workplace interventions that support women’s health across the areas of pregnancy, postnatal, and menopause at work.

This is an excellent opportunity for a post-doctoral health services researcher or social scientist with realist review experience, and preferably with a knowledge of women’s health, and/or workplace wellbeing interventions. The researcher will be supported by Co-PI’s, Dr Ruth Abrams (University of Surrey) and Dr Liliith Whiley (University of Sussex).

We are looking for a post-doctoral researcher with skills in realist methodology, excellent project management and skills. They will also need to be able to engage in deep critical thinking to develop theoretical insights, have excellent verbal and written communication skills, as well as the ability to work independently but also create and nurture a remote team culture. The successful candidate will be individually responsible for undertaking the data extraction and synthesis and supporting the write up of the final report and the production of various dissemination materials with support from other members of the team.

Special Requirements:

n/a

Person Specification

This section describes the sum total of knowledge, experience & competence required by the post holder that is necessary for standard acceptable performance in carrying out this role. This is in addition to the criteria contained within the accompanying generic Job Purpose.

Qualifications and Professional Memberships	Essential/ Desirable
PhD in a relevant social science or healthcare discipline, or be near to completion or equivalent experience	E
Experience of realist synthesis, reviews and/or evaluations	E
Excellent project management skills (IT, organisational and administrative skills)	E
Excellent verbal and written communication skills	E

Ability to work in a team with academics/professionals at all levels (including remote working)	E
Ability to undertake literature reviewing to a high standard and lead on data extraction and analysis/synthesis	E
Ability to undertake qualitative data analysis	E
Ability to engage in deep critical thinking to develop theoretical insights, and to locate relevant mid-range theories.	E
Ability to work both independently and collaboratively	E
Highly self-motivated and hardworking	E
Commitment to continuous professional development	E
Fluency in written and spoken English	E
Hands-on team player with strong commitment to rigorous research and the ability to project manage multiple tasks and work to tight deadlines	E
Experience of writing research reports and papers	E
Experience of working in a research team (including remotely)	E
Proven research aptitude and experience	E
Postdoctoral research experience	D
Experience in women's health and/or workplace wellbeing interventions	D
Excellent record of publication in health, medical science related journals	D
Key Responsibilities This document is not designed to be a list of all tasks undertaken but an outline record of any faculty/post specific responsibilities. This should be read in conjunction with those contained within the accompanying generic Job Purpose.	
<ul style="list-style-type: none"> • Take a significant role in working with the PI to undertake literature searching; data collection; data extraction; writing up the evaluation and producing the research outputs including the final report; • Understand and follow RAMESES guidelines for reporting; • Engage with realist training where relevant and appropriate including talks and presentations within the field; • Take responsibility for overall project management and close liaison with all members of the team at the University of Surrey; • Work closely with the Co-PI's to ensure research rigour and consistency in approaches to data extraction, analysis and synthesis; • Work with research team colleagues on report-writing/disseminating findings (including oral/conference presentations) and producing resources to disseminate the work widely; 	

- To plan and manage their own research activity in collaboration with others;
- To carry out administrative tasks associated with the project (e.g. organisation of project meetings and producing/circulating associated documentation);
- To design and implement procedures required to ensure accurate and timely formal reporting against project milestones;
- Be committed to her/his own personal career development;
- Carry out any other reasonable duty commensurate with the grade and purpose of the post;
- Contribute to wider school activity by actively participating in Cluster Group meetings relevant to the work undertaken (e.g. attend monthly meetings) and the Workforce Organisation and Wellbeing (WOW) research theme.

N.B. The above list is not exhaustive.