

Research Role Profile

Job Title:	Research Fellow A
-------------------	-------------------

Responsible to:	Head of research group, or principal investigator
------------------------	---

Responsible for:	Not applicable
-------------------------	----------------

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
<ul style="list-style-type: none"> • 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. • 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. • Continually to update knowledge and develop skills and translate knowledge of advances in the area into research activity. • 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. • 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. • The post holder may occasionally be required to supervise more junior research staff.

Research Role Profile

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.

Research Role Profile

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 Role Profile.

Job Title: Research Fellow

Background Information/Relationships

We are seeking a Research Fellow to work part time on a Children's Cancer and Leukaemia Group (CCLG) funded project: Mapping current funding in children's cancer research against the Children's Cancer Priority Setting Partnership priorities. The successful post holder will be based in the School of Health Sciences, working with Susie Aldiss and Professor Faith Gibson.

In 2019, Children's Cancer and Leukaemia Group (CCLG) and The Little Princess Trust partnered with the James Lind Alliance on the Children's Cancer Priority Setting Partnership (PSP) (final report available from: <https://www.cclg.org.uk/Childrens-Cancer-PSP>). The aim of this PSP was to identify the research questions that need to be answered about childhood cancer, according to children, survivors, families/carers and professionals. Our focus in this current project is on the Top 23 priorities from the Children's Cancer PSP (<https://www.jla.nihr.ac.uk/priority-setting-partnerships/childrens-cancer/top-10-priorities.htm>). In this project, we will undertake an information gathering exercise to establish which of the 23 priorities are currently priorities for funding and/or being funded. This will involve liaising with funders of childhood cancer research in the UK to collect their funding strategies and information on projects funded in the past five years. This will help funders to see where the gaps in funding are, avoid duplication and enable possible collaborations to ensure that all the priorities receive attention as these are the areas of research that children, survivors, families/carers and professionals have identified as important.

The post is a fixed-term post (six months, 0.5 FTE). The majority of work for this project could be undertaken remotely if the post holder wishes.

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 Role Profile.

	Essential/ Desirable
1. A PhD (or near completion thereof) or equivalent experience in a health-related field (including, but not limited to, health sciences, psychology, sociology).	E
2. Excellent project management skills (IT, organisational and administrative skills)	E
3. Relevant research experience in managing, analysing and presenting/reporting data (qualitative and quantitative).	E
4. Ability to communicate with professionals and non-professionals in a variety of roles.	E
5. Ability to work independently, as well as proven ability to work collaboratively as part of a team (including remotely).	E

Research Role Profile

6. Excellent written and verbal communication skills	E
7. Experience of writing research reports and papers.	E
8. Flexible with excellent problem-solving skills.	E
9. Highly self-motivated and hardworking.	E
10. Research experience in children's/young people's cancer.	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 (5 to 8 maximum). This should be read in conjunction with those contained within the accompanying generic Role Profile.

- Ensure timely completion of our mapping project.
- Support the data-to-day running of the project.
- Develop a data collection form to collect information from funders about funded projects.
- Collect research strategies from funders' websites/by liaising with funders.
- Undertake data analysis involving matching the 23 priorities to funding strategies and funded projects.
- Present findings in a variety of formats, ensuring they are engaging and easy to understand.
- Liaise closely and regularly with other members of the research team, including the steering group for the project.
- Take the lead on the production of outputs for dissemination of the results of the project (final report and peer-reviewed journal publication).
- Perform any other duties associated with the project, as deemed appropriate to the role.

N.B. The above list is not exhaustive.