

Research Role Profile

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 to 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>

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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.

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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 CARES-Well Staff Wellbeing Project

Background Information/Relationships

This National Institute for Health Research (NIHR) Health Service and Delivery Services (HS&DR) commissioned project ultimately aims to develop interventions to support healthcare staff wellbeing at work at the system (not individual) level- to ultimately change culture. The study design is mixed methods with some empirical data collection drawing on realist principles working at the University of Surrey and colleagues at the Universities of Exeter, KCL, Sheffield, Imperial and Frimley Park NHS Trusts and the Institute of Employment Studies.

The overall aim of the partnership is:

- To work in partnership (with policy makers, integrated care systems (ICSs), frontline staff, managers and patients and public) to create healthy workplaces where staff can flourish.
- By using realist methods, we aim to determine how multi-strand culture change interventions work (e.g. the levers required and mechanisms they trigger to create healthy workplaces), and in which contexts and for which staff.
- To leave a legacy of knowledge regarding how to create healthy workplaces where staff can thrive, including capacity building in skills and knowledge for design and evaluation of interventions.

We will do this through a) engaging with stakeholders across the healthcare system to co-create the conditions to allow individuals, teams and organisations to flourish, b) identifying forgotten or seldom heard staff who may benefit from interventions and understanding what are the facilitators and barriers to healthy workplaces, c) 'working with' people authentically and involve stakeholders as partners throughout the project lifecycle, d) developing one or two bundles of interventions to implement and evaluate in later years of the project. One of the key aims of the partnership is to ensure inclusion of 'seldom heard' groups, who are likely to include staff from racially minoritised groups, internationally recruited and disabled staff.

The researcher will be responsible for undertaking research administration (e.g. HRA/Ethics applications, project management), data collection and analysis in a range of different sub-projects (may include both primary and secondary data), and effective communication with a range of stakeholders with support from the rest of the research team.

This is an excellent opportunity for a post-doctoral health services researcher or social scientist, preferably with realist methods experience, and preferably with a knowledge of staff wellbeing theories and literature, to work within an experienced national team.

Special Requirements:

n/a

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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
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	E
Ability to undertake mixed methods data collection and synthesis to a high standard and lead on data extraction and analysis/synthesis	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
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 realist evaluation or synthesis	D
Knowledge of relevant healthcare staff wellbeing literature and theories, and proven interest in the topic.	D
Postdoctoral research experience	D
Applied knowledge of realist methodology/principles	D
Experience of working or research in healthcare professionals' wellbeing	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.

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- Take a significant role in co-ordinating, implementing, evaluating and disseminating the research project;
- Take responsibility for overall project management and close liaison with all members of the team at the University of Surrey and the wider team;
- Undertake further training and development on realist synthesis methods as required
- Understand and follow RAMESES guidelines for reporting elements of work that involve realist evaluation or synthesis;
- Work closely with the wider project team to ensure research rigour and consistency in approaches to data collection, literature review extraction, analysis and synthesis;
- Contribute to data collection (qualitative and quantitative) and analysis;
- Work with research team colleagues on report-writing/disseminating findings (including oral/conference presentations) and producing resources to disseminate the work widely;
- Plan and manage their own research activity in collaboration with others;
- Carry out administrative tasks associated with the project (e.g. organisation of project meetings and producing/circulating associated documentation);
- 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 Expert Group meetings relevant to the work undertaken (e.g. attend monthly meetings) for example the Workforce Organisation and Wellbeing (WOW).

N.B. The above list is not exhaustive.