

Addendum to Role Profile

Job Title:	Research Officer (1B)
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Responsible to:	Head of research group, or principal investigator
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Responsible for:	There is no direct supervisory responsibility
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Job Summary and Purpose:
To support research activity in accordance with specified research project(s) under the supervision of the principal investigator

Main Responsibilities/Activities
<p>To support a research team by contributing to the planning of research projects and undertaking prescribed research tasks in accordance with specified research project(s), making use of standard research techniques and methods. These may include fieldwork, interviews, laboratory experimentation, computer-based data analysis or library research as directed by the research award holder and will entail co-ordinating own work with that of others to avoid conflict or duplication of effort. Analysing and interpreting results of own research, under the guidance of research award holder or supervisor. Write up results and contribute to the preparation of 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.</p> <p>Continually update knowledge and develop skills</p> <p>To carry out routine administrative tasks associated with a specified research project, for example risk assessment of research tasks, organisation of project meetings and documentation. This will entail planning own day-to-day research activity within the framework of the agreed programme, dealing with problems that may affect the achievement of research objectives and deadlines and implementing procedures required to ensure accurate and timely formal reporting and financial control</p> <p>Demonstrating, or occasionally assisting with undergraduate supervision within the post holder's area of expertise and under the direct guidance of a member of the Faculty academic staff.</p>

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Person Specification

The post holder must have:

A first degree or a professional qualification or equivalent in a relevant subject.

At least part-completed a relevant doctoral degree or have relevant experience in a given field.

Whilst there is no requirement for previous work experience, the post holder will be expected to be able to support research activities by performing experiments and/or undertaking studies and analysing/ interpreting results.

Relationships and Contacts

Direct responsibility to the principal investigator or academic supervisor.

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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Job Title:	Practice Liaison Officer
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Main Responsibilities/Activities

This information sheet should be read in conjunction with the accompanying generic Research Officer (1B) Role Profile and will be used for shortlisting processes. More specifically the post holder will be expected to:

- To support a research team by contributing to the planning of research projects and undertaking prescribed research tasks in accordance with specified research projects.
- Assist, or where relevant lead, grant proposals for new research to enhance the departmental research programme.
- To carry out routine administrative tasks associated with a specified research project, for example risk assessment of research tasks, organisation of project meetings and documentation. This will entail planning own day-to-day research activity within the framework of the agreed programme, dealing with problems that may affect the achievement of research objectives and deadlines and implementing procedures required to ensure accurate and timely formal reporting and financial control
- To provide clear and effective communication with general practices within the network. Provide regular (frequency as required) communications to practices.
- To ensure optimal data quality – so that data extracts from practices meet the RSC’s research and surveillance needs
- To maintain a database of updated practice information.
- To promote quality assurance and enhance integrated microbiological surveillance through close liaison with sentinel practices.
- To deliver and further develop the Clinical Informatics and Health Outcomes research portfolio, while closely working with the other Research Fellows, Analysts and Practice Liaison Officers.
- Support development of research articles for high-impact peer-reviewed journals, book chapters, and reviews, present papers at conferences to disseminate research findings that underpins the role of team.
- Support existing and developing new external collaborations.
- Collect research data: This may be through a variety of research methods, such as research interviews, participant observation, and focus groups
- Attend the learning opportunities offered by the Clinical Informatics and Health Outcomes research team in the use of routine health care data and statistical analysis using R.
- Complete the NHS Information Governance training and adhere to the strict regulations of the Department of Clinical and Experimental Medicine (DCEM) on data protection.

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- Visit practices where required.
- Liaison with practice contacts – to keep good working relationship with individual practices in order to facilitate the efficient transfer of data. Continually update knowledge and develop skills.
- Any other duties relevant to grade and experience.

Person Specification

In addition to the criteria outlined in the accompanying generic Research Officer (1B) :

- A first degree or equivalent in a relevant subject. Ideally a post-graduate degree or have relevant experience in a given field. (E)
- Whilst there is no requirement for previous work experience, the post holder will be expected to be able to support research activities by undertaking research studies and analysing/ interpreting results. (D)
- Working knowledge of GCP (D)
- Demonstrable skill in using Microsoft Office, particularly Excel. (E)
- Capacity to work in a flexible, fast-paced, ever-evolving, positive environment. (E)
- Awareness of data protection and confidentiality issues (D)
- Excellent customer service, attention to detail and high quality standards. (E)
- Experience building interactive instructional exercises (D)

Special Requirements

Team members are generally expected to work from the group offices.

The group uses agile methods to ensure a keen focus on work and outputs.

We hold a daily SCRUM and to minimise emails between group members each staff member reports at the end of the day with a daily task report email.

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Background Information

A new position has become available in the Clinical Informatics and Health Outcomes Research team (clininf.eu) within the Department of Clinical & Experimental Medicine (DCEM) at the University of Surrey.

The research team, led by Prof Simon de Lusignan (https://www.surrey.ac.uk/fhms/people/atoz/simon_de_lusignan/) has been involved in a wide range of projects over the last 15 years, focusing on how to measure quality and health outcomes from routine data, quality improvement and technology trials, integrating the use of the computer into the clinical consultation, and the surveillance of infectious diseases using routine data.

The team is looking to recruit a new Practice Liaison officer, to provide research support within the multidisciplinary research team, thereby contributing to the delivery of studies within the theme.

The role underpins research carried out in the Clinical Informatics and Health Outcomes research group in accordance with the specified research project(s) under the supervision of the principal investigator.

The Practice Liaison officer will support the work of our ongoing collaboration with the RCGP, state-of-the-art surveillance of influenza and other infectious diseases trends using routine data from over 200 GP practices in England.

Outputs will be published in peer review journals and are expected to have impact on health care delivery.

To support other research activity in accordance with specified research project(s) under the supervision of the principal investigator