



Cumberland Council

Post Specification

Date	13 November 2023
Post Group Number	8082
Post Title	HDRC Research Officer
Job Family	Organisational Support
Job Family Role Profile	OS14
Final Grade	Grade 14

To be read in conjunction with the job family role profile

Service Area description

Cumberland Council has been awarded £5 million by the National Institute for Health and Care Research (NIHR) to become a 'Health Determinants Research Collaboration' (HDRC), as part of a wider £50 million investment from the NIHR for a selected number of local authorities across the country to build capacity and capability to conduct high quality research to address health inequalities and improve health outcomes. The HDRC will shape Cumberland Council into a modern empowering council underpinned by research and evidence-based practice. Becoming a centre of excellence for sustainable Local-Authority and community-led health determinants research and experts in health inequalities in coastal, rural and dispersed communities.

The HDRC will substantially increase the Council's monitoring and evaluation capacity, enabling us to measure what works in addressing the wider determinants of health. The new HDRC will enable a culture change whereby our departments and staff are aware of the importance of the wider determinants of health and are confident in using, sharing and creating new research evidence. As a result of the HDRC, staff will be equipped and inspired to be innovative in their thinking, to develop research questions and seek support from the HDRC for research grant applications. Finally, the HDRC will engage communities, supporting them to have a clear voice throughout everything this research collaborative seeks to achieve.

Purpose of this post

We are looking for two enthusiastic Research Officers who will support research delivery and performance across the locality and champion the role of research across the Local Authority. They will also be responsible for helping to enable the development of the HDRC, leading to an embedded infrastructure with research activity becoming the foundations and culture in Cumberland Council.

Initially, the role will focus on supporting the development of the HDRC and associated research delivery and infrastructure. As the HDRC becomes more embedded, the Research Officer will support the delivery of studies and associated activities across Cumberland, including where appropriate supporting the development of the HDRC.

Key job specific accountabilities

1. To support the HDRC Research and Innovation Manager in establishing and delivering Cumberland's HDRC.
2. Play a key role in developing and delivering research studies in Cumberland Council.
3. To identify and share funding opportunities, including to supporting colleagues to write successful funding applications.

4. To help establish standard operating procedures to ensure adherence to protocols and administrative requirements.
5. To carry out and analyse qualitative and quantitative research (as appropriate).
6. To be involved in carrying out systematic reviews where relevant.
7. To arrange meetings as appropriate to research activity.
8. Work as part of the relevant teams in the Local Authority to organise and co-ordinate the set-up, project management and delivery of research.
9. Work closely with the stakeholders to ensure that the research is delivered safely, ethically and appropriately.
10. Support the submission of funding applications.
11. To assist in the preparation of reports and associated papers, presentations and briefings.
12. Adhere to the General Data Protection Regulation and the Data Protection Act 2018.
13. Ensure efficient and effective data management processes.
14. Promote equality and diversity for staff and residents

Cumberland Council is totally committed to continuous organisational and employee development. The post holder is required to participate fully in all initiatives that facilitate continuous improvement in both service quality and employee development and performance.

Please note annual targets will be discussed during the appraisal process

Key facts and figures of the post

Budget Responsibilities	<ul style="list-style-type: none"> • Support the management of the £5 million NIHR budget • Support financial management of new grants awarded for research projects
Staff Management Responsibilities	<ul style="list-style-type: none"> • Management of up to 3 staff
Other	<ul style="list-style-type: none"> • Projects may be of high profile and require direct engagement in media activities. A willingness to be directly engaged in media activities if required is essential.

Essential Criteria - Qualifications, knowledge, experience and expertise

Qualifications

- To have a Masters degree in a relevant subject area OR have relevant substantial technical, professional or specialist knowledge to carry out the role.
- Expertise in social science or other equivalent research.
- Advanced research degree (PhD or equivalent) OR equivalent experience of conducting research (ideally with a focus on health or social care).

Knowledge and Experience

- Experience of carrying out research that supports the delivery of relevant objectives.
- Experience of the analysis and interpretation of research findings.
- Experience of carrying out research applying a range of research methodologies (qualitative and/ or quantitative).
- Experience of carrying out literature reviews.
- Evidence of working with partners across a local system (e.g., Universities, the Voluntary and Community Sector and other statutory organisations such as the Police)
- Advanced knowledge of terminology used in research.
- Knowledge of a wide range of applicable research methods.
- Experience of setting up research and research systems in the UK in accordance with policies and procedures.
- Excellent knowledge and understanding of appropriate confidentiality policies and procedures.
- Extensive experience of working independently and in complex environments and reporting structures.
- Understanding and experience of working in a political environment.
- Knowledge of public health and the wider determinants of health.
- Evidence of scientific publications, delivering seminars etc.

- Experience of project management.

Skills and Abilities

- Able to plan, prioritise and organise own research/resources to achieve agreed objectives.
- Excellent oral and written communication skills (including being able to translate and convey technical or specialist information) and ability to facilitate collaborative working relationships.
- Ability to coordinate the collection and submission of information and/or data in accordance with mandated timescales.
- Standard keyboard and IT skills particularly in the use of web applications and Google / MS Office applications.
- Excellent organisational skills and ability to manage multiple projects at various stages of development with various deadlines.

Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

Job working circumstances

Emotional Demands	Minimum exposure
Physical Demands	Normal effort required
Working Conditions	You will take a hybrid approach to working, attending relevant meetings in person as required to meet the needs of the HDRC

Other Factors

- UK driving licence is desirable due to the geographical footprint of Cumberland and Cumbria