

## Post Specification

<b>Date</b>	<b>13 November 2023</b>
<b>Post Group Number</b>	<b>8084</b>
<b>Post Title</b>	<b>HDRC Training Officer</b>
<b>Job Family</b>	<b>Organisational Support</b>
<b>Job Family Role Profile</b>	<b>OS11</b>
<b>Final Grade</b>	<b>Grade 11</b>

**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

Build sustainable research and analysis capacity and activity in Cumberland Council by developing and improving opportunities to develop research skills and experience for staff. Promoting research, analysis, and evidence-building activities within and by Cumberland Council.

Build sustainable evidence user capability in Cumberland Council by developing the knowledge and skills needed to choose and use rigorous evidence across our workforce through a research training programme.

Deliver, support, and embed a sustainable research-informed, data-driven culture across Cumberland Council. Enable all colleagues to become 'evidence confident.'

### Key job specific accountabilities

1. To oversee the implementation and delivery of the staff research training programme.
2. To ensure appropriate evaluation and monitoring of the staff research training programme.
3. To manage the 'Community of Researchers,' a community of colleagues interested in research within the council, making better use of evidence and analysis within their roles, including developing a CPD programme.
4. To develop a comprehensive offer to improve staff opportunities to develop research skills and experience including, internal training, secondments, honorary contracts, access to academic courses, support for postgraduate study.

5. To develop inhouse ability to access research and evidence such as peer-reviewed journals, open-source software to support research activity, training, and analysis.
6. To develop and maintain relationships with academic partners and others to accommodate students for internships, Master's and PhDs within Cumberland Council and/or to provide public health training opportunities.
7. To develop and monitor outcomes measuring and describing research capacity, capability, and activities.
8. To lead on key areas of internal communications for the cultural change across Cumberland Council such as e-newsletter, website content, policy change, opportunities, campaigns.
9. To collaborate with partners across the system, including academics, NHS, community, and voluntary sector to develop the research capacity, capability, and activities of Cumberland Council.
10. The successful candidate, although supported, will be able to undertake the duties and responsibilities of the role with a high degree of autonomy, using independent thinking and reasoning. They will be conscious of the links of this role to others across the HDRC and work in a holistic manner.
11. To promote and establish the HDRC team across Cumberland Council and to external organisations, in relation to its aims and objectives, raising awareness and protecting its reputation.

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

<b>Budget Responsibilities</b>	<ul style="list-style-type: none"> <li>No direct responsibility for budget management, however the successful candidate will have a responsibility for efficiently deploying finite resources to support the effectiveness of the role</li> <li>To suggest proactive and innovative ideas for efficiencies in the resources required to undertake the post holders' role as well as remit of the wider team.</li> </ul>
<b>Staff Management Responsibilities</b>	<ul style="list-style-type: none"> <li>No direct line management responsibility</li> <li>Horizontal and vertical impact across Cumberland Council and other organisations involved in the HDRC, e.g., NHS, Universities and VCSE</li> <li>Influence and persuade others internally and external of Cumberland Council of the importance and relevance of building and developing research capacity, skills, and analysis.</li> <li>Responsible for content of internal and external communications such as newsletters and the reputational risk associated with these</li> <li>Reporting and networking across the other authorities that are NIHR-funded HDRCs, collaboration and sharing of findings and best practice.</li> <li></li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li></li> </ul>

#### Essential Criteria - Qualifications, knowledge, experience and expertise

##### Qualifications:

- Relevant degree, or higher-level qualification, or relevant equivalent knowledge and experience gained in the workplace.
- Trainer the Trainer qualification or equivalent experience in delivering bespoke training.

##### Experience:

- Experience of devising, introducing, implementing, developing, reviewing, and evaluating training programmes for a variety of audiences.
- Experience of writing, developing, and conducting surveys, evaluation, research or similar at an undergraduate or higher level or the equivalent within a workplace environment.
- Experience of implementing and evaluating a change management project or programme that has involved seeking to influence and change culture.

- Experience of supporting others to upskill / achieve their goals and ambitions in either a formal or informal pathway.

#### Skills and Knowledge:

- Knowledge and experience of designing fit-for-purpose training workshops and resources, and of delivering face-to-face training, for a variety of audiences such as the general public, employees at various organisational levels and evaluating such programmes.
- Knowledge and experience developing and delivering engagement activities and programmes for a range of audiences and critically evaluating these, adapting them when required.
- Knowledge and experience creating and maintaining active and effective networks of enthusiasts and/or practitioners in an area of common interest and leading through influence to ensure the networks progress to achieve common goals.
- Able to work effectively with a wide range of colleagues (and other stakeholders) within the organisation and in partner organisations and the general public.
- Managing a contract within its associated budget and collaborating effectively with an external contractor to achieve the contractual objectives.
- General awareness of research, for example, types of research (quantitative/qualitative), research methods, evaluation of services.
- Able to influence people to effect change across both internal and external stakeholders and external groups.
- Uses a range of specialist ICT systems across own work area and or across other areas of work.
- Uses, interprets, analyses, communicates complex information.

#### Disclosure and Barring Service – DBS Checks

- This post does not require a DBS check.

#### Job working circumstances

<b>Emotional Demands</b>	Minimum exposure
<b>Physical Demands</b>	Normal effort required
<b>Working Conditions</b>	You will take a hybrid approach to working, attending relevant meetings in person as required

#### Other Factors

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