

# Job Description



Staffordshire University Services Ltd

<b>Job title</b>	Senior Research Fellow – Healthcare/Medical Statistics
<b>School</b>	Health, Science and Wellbeing
<b>Normal Workbase</b>	Stafford Campus (working jointly with University Hospitals North Midlands NHS Trust across Stoke and Stafford)
<b>Tenure</b>	Permanent
<b>Grade/Salary</b>	Grade 8 (£42,149 – £50,296)
<b>FTE</b>	1.0

## Job Purpose

The purpose of this role is to work collaboratively across both the University and University Hospitals North Midlands NHS Trust to support the ambition to undertake a portfolio of quantitative and clinical research. The post holder's main responsibilities will be:

- To undertake a leading role in the growth of quantitative research in health and care sectors through the securing of external research from prestigious funders and deliver on time and within budget
- To support in writing external/ competitive grant applications
- Undertake and lead research and evaluation activities for the School of Health, Science and Wellbeing
- To facilitate and support in data collection/ analysis leading to internationally excellent research outputs
- To engage in dissemination and public engagement activities
- To support other colleagues with less experience

## Relationships

Reporting to: Associate Professor in Patient Safety

## Main Activities

- To lead a programme of high-quality research
- To lead collaborations and partnerships with key stakeholders and researchers in the region, nationally and internationally
- To secure research income and external funding
- To disseminate research through international peer reviewed journals; presentations at international, national and local conferences; seminars, workshops and; where appropriate, produce reports

- To lead research teams in the design and delivery of research projects, i.e. design appropriate studies, ensure compliance with regulatory requirements (ethical issues and research governance), data collection, data analysis, report writing and dissemination.
- To support strategies to increase scholarship by teaching staff and research driven curricula, development and delivery
- To provide teaching and learning support on undergraduate and postgraduate taught (Masters and Doctorate) and research degree training programmes
- To provide academic and pastoral care to postgraduate students
- To supervise and examine postgraduate and research degree students on projects related to their programmes of study
- To provide various forms of consultancy and other services to external clients
- To represent the University on local, regional, national and international committees and partnerships
- To contribute to the development of capacity and capability for research and enterprise across the School
- To manage research contracts and budgets in accordance with Staffordshire University's research guidelines.
- To seek new areas of research in line with the strategic priorities for the School

The above represents the range of generic activities, which could typically be expected of a Senior Research Fellow in the University which is neither prescriptive nor exhaustive. Each individual post will have a particular emphasis with specific allocated responsibilities (see summary below) although these may of course change and develop according to the varying needs of the School, Department and subject area and also, the developing experience and skills of the individual: -

- To be responsible for the delivery of workstream one of the Learning from Litigation Project – to ensure all agreed milestones are met
- To produce a body of scholarly work that enables submission to the REF
- To attend and contribute to Departmental and School meetings, project teams and working groups in line with strategic initiatives as required
- To contribute to the subject's activities and reputation both internally and externally
- To undertake appropriate professional development activities as required

### **Special Conditions**

The postholder will be required to travel and represent the University in the UK and Overseas as required

There will be a need for the post-holder to work occasional weekends to cover marketing and recruitment activities and deadline.

There will be a need for flexible working practices by the role-holder to support different forms of delivery such as distance and accelerated learning. In addition, the role holder may be required to undertake their role off site which may include overnight stays in either the UK or abroad.

### **Professional Development**

The organisation is keen to support staff in achieving high standards and will expect continuous professional development to ensure up to date knowledge and technical skills in related areas.

### **Variation to Job Description**

The employer reserves the right to vary the duties and responsibilities of its employees within the general conditions of the Scheme of pay and conditions and employment related matters. Thus, it must be appreciated that the duties and responsibilities outlined above may be altered as the changing needs of the service may require.

### **Conditions of Service**

If you are successful in being appointed to a professional support role at Grades 1-6, you will be employed by Staffordshire University Services Limited (SUS Ltd).

Staffordshire University Services Limited is a wholly owned subsidiary company of Staffordshire University which provides professional support staff to undertake various roles and responsibilities associated with grades 1 to 6 on the Staffordshire University pay scale. You'll work alongside, and under the direction of colleagues, within the University's Schools and Services in the delivery of our University Plan and supporting KPIs. You will be subject to Staffordshire University's policies and procedures and will be eligible to participate in the Staffordshire University Pension Scheme.

### **Informal Discussion**

Should you wish to discuss this vacancy informally before making an application please contact:

### **Application Procedure**

We encourage you to apply on-line at our website <http://jobs.staffs.ac.uk> as the system is user friendly and simple to complete.

We would ask all applicants to ensure that they have provided comprehensive information under each criteria in the Supporting Statements section of the application form and, if necessary, add any relevant additional information in the Additional Information Section.

### **Guidance for Disclosure Applicants**

Please note that, if offered this position, the appointment procedure requires an Enhanced level of Disclosure with the Disclosure & Barring Service (DBS) (formerly CRB) as detailed above in the enclosed job description.

Enhanced Disclosures are for posts that involve a significant degree of contact with children or vulnerable adults. In general the type of work will involve regularly caring for, supervising, training or being in sole charge of such people.

A Disclosure is a document containing information held by the police and government departments. It can be used by employers to make safer recruitment decisions and is provided by the Disclosure & Barring Service (DBS), an executive agency of the Home Office. Disclosures will provide details of a person's criminal record including relevant cautions, convictions, reprimands and warnings held on the Police National Computer (PNC). Depending on the level of Disclosure it might also contain information held by government departments and local police forces.

In applying for a Disclosure the successful applicant will be provided with the relevant form and guidance notes supplied by DBS. The form must be completed and returned to Human Resources & Organisational Development together with various **original** documents confirming identity (full details will be provided at the time). The successful applicant will be required to disclose all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions.

The completed Disclosure application form will be countersigned and forwarded to the DBS by Human Resources & Organisational Development.

The DBS will then undertake the necessary checks with the Police and other relevant authorities.

After all checks have been carried out, the DBS will send the Disclosure directly to the applicant, which will list any details obtained from those checks. This Disclosure must be presented to the School/Service to be scrutinised- details of whom this document must be presented to will be given at the time. In the event of the DBS check highlighting information held on any of the databases accessed, it may be necessary for a meeting to be convened with the successful applicant in order for an informed decision to be made as to whether or not this affects the offer of appointment. The final decision as to whether appointment can proceed will be made by the Director of Human Resources.

## **Policy Statement on the Recruitment and Employment of Ex-Offenders**

### Background

The first priority of Staffordshire University and Staffordshire University Services Limited is the safety and welfare of children and vulnerable adults in our care, who use the services of the University or come into contact with members of the University and associated companies. We intend to achieve this by exercising rigour and vigilance in employment-making; criminal record Disclosures are central to this.

Recipients of criminal record Disclosures must duly comply with the DBS Code of Practice as well as the University's policies and procedures. Disclosure information will be treated as sensitive personal data; recipients will follow the University's data protection and criminal record checking procedure when handling Disclosure information. The organisation will treat all applicants fairly judging people's criminal records on merit, in accordance with the law and in relation to the responsibilities of the post in question. The University and Staffordshire University Services Limited will not subject anyone who discloses a criminal record to unfair treatment on the basis of convictions, subject to relevant legislation and reasonable judgement.

### Policy Statement

- As an organisation using the Disclosure & Barring Service (DBS) Disclosure service to assess applicants' suitability for positions of trust, Staffordshire University Services Limited complies fully with the DBS Code of Practice and undertakes to treat all applicants for positions fairly.

It undertakes not to discriminate unfairly against any subject of a Disclosure on the basis of a conviction or other information revealed

- Staffordshire University Services Limited and the University is committed to the fair treatment of its staff, potential staff or users of its services, regardless of gender, race, nationality, religion or belief, disability, age, sexual orientation or trades union activity or offending background
- We have a written policy on the employment of ex-offenders which is available on the University's website
- We actively promote equality of opportunity for all with the right mix of talent, skills and potential and welcome applications from a wide range of candidates, including those with criminal records. We select all candidates for interview based on their skills, qualifications and experience
- A Disclosure is only requested after a thorough risk assessment has indicated that one is both proportionate and relevant to the position concerned. For those positions where a Disclosure is required, all job advertisements and job descriptions will contain a statement that a disclosure will be requested in the event of the individual being offered the position
- Where a Disclosure is to form part of the recruitment process, we encourage all applicants called for interview to provide details of their criminal record at an early stage in the application process. We request that this information is sent under separate, confidential cover, to Human Resources & Organisational Development at Staffordshire University, and we guarantee that this information will only be seen by those who need to see it as part of the recruitment process
- Disclosure is required for all reprimands, warnings, cautions and convictions that are not 'protected' as defined by the *Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2013*. Certain spent reprimands, warnings, convictions and cautions are 'protected' and as such are not required to be disclosed. Any such protected offences cannot be taken into account, when making recruitment and suitability decisions
- We ensure that those in the organisation who are involved in the recruitment process have been suitably trained to identify and assess the relevance and circumstances of the offences. We also ensure that they have received appropriate training and guidance in the relevant legislation relating to the employment of ex-offenders
- At interview, or in a separate discussion, we ensure that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to a withdrawal of an offer of employment
- We make every subject of a DBS Disclosure aware of the existence of the DBS Code of Practice and make a copy available on request
- We undertake to discuss any matter revealed in a Disclosure with the person seeking the position before withdrawing a conditional offer of employment
- Having a criminal record is not necessarily a bar to working with us; this will depend on the nature of the position, the circumstances and background of offences.