**NHS HEALTH SCOTLAND**

**JOB DESCRIPTION**

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| **1.** **JOB DETAILS** |
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|  Reference No: |
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|  Job Title: ScotPHN Researcher |
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|  Responsible to: ScotPHN Network Manager  |
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|  Directorate: Public Health Science |
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| **2.** **JOB PURPOSE*** To support and contribute to the implementation of the work programme of the Scottish Public Health Network (ScotPHN) so that it meets its strategic and operational goals by undertaking analysis/research.
* To display the NHS Values of: Care and compassion; Dignity and Respect; Openness, Honesty and Responsibility; Quality and Teamwork in delivering all aspects of the role.
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| **3.** **DIMENSIONS*** This post provides a unique analysis and research function to the ScotPHN, in particular the projects it undertakes. 5 to 6 projects of approximately 6 months duration are undertaken per annum.
* The ScotPHN undertakes several projects at once and the post holder will be expected to support all of these through research contribution at any given time.
* The ScotPHN is hosted by NHS Health Scotland within the Public Health Science Directorate which is responsible for ScotPHN team’s corporate governance.
* May line manage and supervise officer or administrative staff in aspects of delivery of the programme of work
* Delegated budget authority up to £10,000.
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| **4.** **ORGANISATION CHART**ScotPHN ResearcherChair, ScotPHNExecutive BoardDirector Public Health ScienceScotPHN Organisational LeadConsultant in Public Health (ScotPHN)/ Head of Knowledge and Research Services ScotPHN Manager |
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| **5. ROLE OF THE DIRECTORATE** |
| * To be provided by Andrew Fraser
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| **6.** **KEY RESULT AREAS** 1. Provide knowledge to the development and undertaking of research element of ScotPHN projects by advising on research methodologies and maintaining an up to date knowledge of social research and ongoing and published research and evaluation literature relevant to public health. The post holder will advise and support all those involved in ScotPHN projects in these areas, and may be asked to provide specific training. Dissemination by the post holder of research results will be on-going throughout projects and as part of the publication/launch of project reports.

 1. Undertake literature reviews on topics identified through the work programme using a range of bibliographic databases, critically appraise the literature and write reports on findings
2. The post holder will support the project lead author in undertaking ScotPHN projects, by undertaking a range of qualitative research methods such as face to face or telephone interviews and focus groups, analysing results and reporting on findings.
3. Compile, analyse and interpret information on relevant topic areas to advise and support the lead authors undertaking ScotPHN projects, project working groups and the Head of Service in the development and implementation of ScotPHN projects.
4. Provide epidemiological and research support to needs assessments, evaluations, audits etc undertaken by ScotPHN on a wide range of topics. Draft findings and parts of the final report.
5. Establish and maintain effective working relationships with professional and managerial colleagues including senior staff from Health, Local Authorities, Scottish Government and Voluntary Organisations to allow effective and timeous data collection.
6. Ensure appropriate and effective communication of findings from research for ScotPHN projects to relevant internal and external parties, through oral presentations, research briefings, written summaries, report and publications
7. Develop a broad understanding of public health issues and the policy context. Exhibit a high level of confidentiality, sensitivity and political awareness and ensure the high profile and quality of the work of ScotPHN is maintained at all times.
8. Make an effective contribution to team, directorate and corporate objectives, supervising or managing and motivating officer and administrative staff as required, and contributing to a strong ethos of continuous improvement and customer focus, understanding and enacting the values of NHS Health Scotland and the 2020 vision and playing an active role in promoting these values and achieving our strategic aims.
9. Follow all required financial, project planning and reporting organisational processes, ensuring the effective management of resources within defined limits, and taking action or alerting manager as required, where corrective action is required.
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| **7.** **ASSIGNMENT AND REVIEW OF WORK** * The post holder has responsibility for the analysis and research input to projects. The post holder will normally work to support project lead authors from across Scotland (external to NHS Health Scotland) on an attachment of specified length of time to carry out the research function as required.
* The post holder will take ownership of the tasks agreed with the lead author from inception to completion and identify and priorities their own workload on a day-to-day basis. They are expected to anticipate and resolve problems, using their judgement in bringing attention to issues that require the intervention of a more senior member of staff.
* The post holder will have a high degree of autonomy, working within relevant codes of practice
* There are monthly one to one review meetings with the ScotPHN Manager and frequent contact with the project lead author, as required.
* Annual objectives are agreed with the ScotPHN Manager as part of appraisal and ongoing development review
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| **8. DECISIONS AND JUDGEMENTS*** The post holder has delegated responsibility within defined projects, with the expectation they will prioritise their own workload on a day to day basis and to exercise considerable autonomy in managing conflicting demands
* The post holder will inform decision as to most appropriate research route for a project given its subject area, time and resource available etc.
* The post holder is expected to develop protocols and policies in own area
* Adjusting plans and strategies to meet business needs in a flexible responsive way.
* The post holder is expected to anticipate problems and risks (e.g. failure to meet legislation or external reporting deadlines) and identify and act on broader and longer-term issues to ensure effective and appropriate resolution and ongoing improvement in service delivery at corporate level.
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| 1. **MOST CHALLENGING PART OF YOUR JOB**
* Developing and maintaining constructive and effective working relationships with a range of internal and external partners, customers and stakeholders who may have conflicting priorities and approaches and with non-negotiable timescales.
* Delivering a consistently high quality research input to a wide range of projects on a variety of topics each with a different focus and each involving working with a wide range of individuals and organisations.
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| **10. COMMUNICATIONS AND WORKING RELATIONSHIPS** |
| * Frequent contact with Head of Service and ScotPHN Manager via one to one, team and project meetings, and informal discussions in order to progress personal, team and organisational objectives.
* Regular contact with the Scottish Government, local NHS Boards, NHS National services Scotland – Information Services (ISD), local authorities, universities, voluntary sector, the Scottish Health Council and other local and national agencies involved in health improvement and service activities relevant to the project work being undertaken by the ScotPHN.
* The post holder will represent the ScotPHN on groups and committees relevant to the area/s of responsibility of the post on an as required basis.
* Regular contact with a number of other teams across the organisation to negotiate, agree and deliver on aspects of work that is jointly dependent and to agree joint approaches to development that promotes quality and customer satisfaction.
* The post holder will have contact with patient representatives and bodies relevant to particular project through project group meetings, and through specific pieces of research eg focus groups.
* Listen to, and understand customer and stakeholder needs and expectations, to be able to provide a tailored specialist support service.
* Expected to forge own working relationships proactively across the organisation and beyond, negotiating directly with senior staff for action or joint working to improve systems and processes that have corporate impact and function.
* The post holder will advise on any ethical issues, data protection issues as appropriate.
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| **11. QUALIFICATIONS AND/OR EXPERIENCE SPECIFIED FOR THE**  **POST*** This post requires education/experience to degree level in a suitable subject plus additional specialist experience in analysis / research in the field of public health or health science. A demonstrable interest in public health is essential.
* Considerable experience of undertaking literature reviews, collecting data using a range of methodologies (eg qualitative, quantitative, questionnaire, focus groups etc), analysing data and appraising evidence is required. Formal training in critical appraisal, systematic review and synthesis of evidence is desirable.
* Specialist knowledge and experience of working with and through the NHS , local government and community and voluntary sector in order to reach and engage with communities
* A demonstrated ability to communicate effectively formally and informally in writing and in person by listening to and understanding the views of customers, partners and stakeholders and conveying complex or difficult messages clearly and concisely and in an appropriate way for the audience.
* Experience of working with complex information systems and processes and a knowledge of analysis software would be advantageous.
* Experience of understanding problems, planning and deploying projects to tackle them and which make a demonstrable difference, and learning from the experience.

 * Experience of presenting to Executive and Board level meetings (or equivalent) and an understanding of corporate governance systems.
* Skills and competences in influencing and negotiation, chairing and facilitating meetings; including the ability to assimilate complex information, summarise key issues and present in an effective format to a range of different audiences to improve practice.
* Experience in supporting the delivery of change management.
* Excellent organisational skills including effective work planning for self and others and effective compliance with all organisational processes such as finance and audit, including high level of numeracy to enable interpretation of complex financial and workforce planning information.
* Proven ability to work effectively as part of a team
* Proven skills in managing and motivating staff to achieve results and provide an excellent customer-focused service.
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| 12. EQUIPMENT AND MACHINERY |
| Telephone, PC, laptop and projector equipment, photocopier, printers, conference room equipment, video-conferencing, teleconferencing. |

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| **13. SYSTEMS** |
| * Computer software packages:

MS Word – documents, reports etcMS Excel – statistics and spreadsheetsMS Powerpoint – presentationsMS Access – databasesMS Outlook and NHS net – email communication* Web-based search engines – information search
* Internal administrative systems eg timesheets, travel requests, training requests
* Internal HR systems eg annual leave, personal development plans, eKSF –personal and staff development
* Internal business planning tool - project planning, team work plans, programme planning, performance management and reporting Finance systems – raising purchase orders, checking budget and expenditure.
* Risk management systems - risk recording and controls
* Requirement to extend knowledge of reference management software and use of reference databases for literature searches.
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| **14. PHYSICAL, MENTAL, EMOTIONAL AND ENVIRONMENT AND DEMANDS**  **OF THE JOB** |
| **Physical*** inputting at keyboard (repetitive movements) in order to respond to e-mails, write reports, prepare presentations and enter data (can be for extended periods of time, and on a daily basis).

**Mental*** frequent concentration for varying periods of time will be required;
* responding to unpredictable demands; dealing with frequent interruptions; meeting tight deadlines; understanding, noting and taking part in long and complex meetings; frequently changing from one activity to another; managing complex workloads; dealing with rapidly emerging priorities, problem solving on behalf of self and others.
* developing and delivering presentations where required, being aware of the level of knowledge of the audience, tailoring the contents according to their needs and being able to react to feedback received.

**Emotional*** Negotiation with a variety of professionals and senior staff to obtain data and progress actions.
* motivating people to embrace and respond to changes in process and approaches, and dealing with resistance to those changes
* undertaking focus groups with a variety of stakeholders including the public and patients

**Working Conditions*** + continuous use of VDU and high level of keyboard when preparing written reports or responding to a series of detailed e-mails.
	+ office sites tend to be open plan, which can require the post holder to concentrate at times of noise or interruption
	+ frequent movement between the organisation’s sites and to locations of external meetings with partners, necessitating use of road and rail (depending on location of meeting).
	+ work can involve delivering unpredictable and complex outputs whilst on the move or out of the office for extended periods with limited remote access
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