

## JOB DESCRIPTION

Post Ref No:

### 1. JOB DETAILS

<b>Job Title:</b>	Research Fellow
<b>Reports to:</b>	Chief Investigator
<b>Accountable to:</b>	Head of ASR
<b>Grade:</b>	Band 6
<b>Unit/Department:</b>	Academic Unit for Ageing and Stroke Research
<b>Location:</b>	Bradford Institute for Health Research on the Bradford Royal Infirmary Site, Bradford
<b>Contract:</b>	<b>Fixed term contract until 30/09/2025. Part-time 22.5 hours per week. Minimum 18.75 hours per week can be considered.</b>

This Academic Unit for Ageing and Stroke Research (ASR) has an established record of addressing key, clinically relevant questions important to older people and people who have experienced a stroke. A programme of multidisciplinary health services research has been developed, facilitated by a strong and supportive network of local and national colleague researchers, NHS clinical staff, social care staff, patients, older people and their families. The research uses a mixed-methods approach, incorporating qualitative, quantitative and health economic evaluations. Read more about our Unit here: <https://ageingstrokeresearch.org/>

### 2. JOB PURPOSE

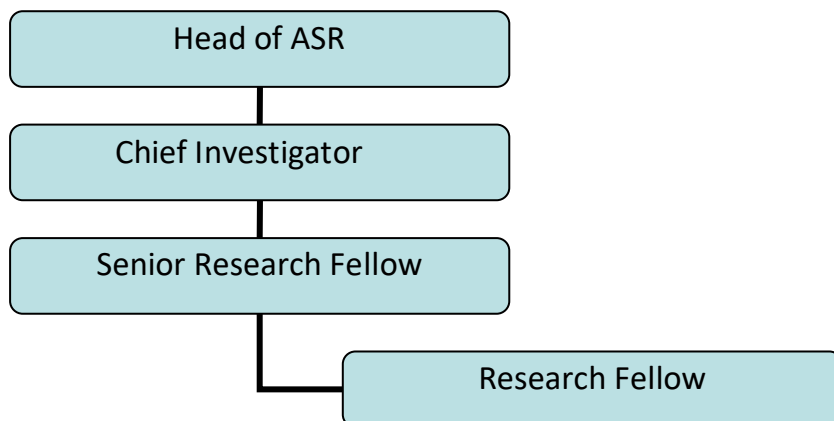
We are looking to recruit a researcher with expertise in qualitative research methodologies to support delivery of a new research project funded by National Institute for Health and Care Research (NIHR). The project aims to develop strategies to improve osteoporosis care using insights from the experience of healthcare professionals and older women.

The post-holder will contribute to implementing the qualitative research components of the project. The qualitative work will involve conducting interviews with staff and older people, and facilitating co-production workshops. Our research is implemented locally and nationally so some travel will be required.

### 3. JOB DIMENSIONS

The post holder will work closely with senior members of the research team to contribute to the delivery of this research project. The post holder will assist with data generation and analysis. Where appropriate the applicant may contribute in the writing of academic papers and reporting research results.

#### 4. ORGANISATIONAL CHART



#### 5. KNOWLEDGE, SKILLS AND EXPERIENCE REQUIRED

See the Person Specification which is attached.

#### 6. PRIMARY DUTIES & AREAS OF RESPONSIBILITY

The post requires a researcher with a range of skills which they are able to use flexibly according to the requirements of the research project. **Experience in qualitative methodology is essential.** They would be expected to make a substantive contribution to the research activity and success of the unit. Their specific duties would vary according to the requirements of the research project but may include:

##### A. Project management

- Organisation and management of research in progress
- Involvement in preparation of documentation for ethics committee approval
- Development of study procedures and related documentation
- Communicating with the project management group at relevant stages in the project
- Conducting qualitative interviews with healthcare professionals, older people and carers
- Conducting workshops with older people, carers and HCPs
- Reporting of project progress and results
- Management and analysis of a range of qualitative data

This work would be within the context of the supporting environment of the ASR.

##### B. Communication

- Preparation, submission and revision of publications for peer-reviewed academic journals with the support of the academic team
- Preparation and dissemination of research findings via poster and oral presentation locally, nationally and internationally
- Communication with other researchers and project collaborators both locally and nationally

##### C. Other duties

- Act as a resource for local inexperienced researchers, e.g. students and clinical staff
- Assist in the development of research protocols
- Ensure that research is undertaken in full compliance with UK GCP guidelines and in accord with local and national research governance

## **Standard Information**

### **Professional Registration**

To ensure that continuing professional development is achieved in line with the Registered Body's requirements ensuring your registration is maintained.

### **Health and Safety/Risk Management**

The jobholder must comply at all times with Bradford Teaching Hospitals NHS Trust Health and Safety policies, in particular by following agreed safe working procedures and reporting incidents using the Trust's Risk Incident Reporting System.

### **Equality and Diversity**

The jobholder is required to abide by the Trust's policies and procedures and to actively support the Trust's commitment to equality and diversity in both employment and the delivery of services. All patients, staff and visitors must be treated equitably, with dignity and respect taking into account their race, gender, ethnic origin, age, disability, sexuality etc".

### **Training and Personal Development – Continuous Professional Development**

The jobholder must take responsibility in agreement with his/her line manager for his/her own personal development by ensuring that Continuous Professional Development remains a priority. The jobholder will undertake all mandatory training required for the role.

### **Patient and Public Involvement**

All staff will be expected to comply with S.242 of the NHS Act 2006.

### **Respect for Patient Confidentiality**

The jobholder should respect patient confidentiality at all times and not divulge patient information unless sanctioned by the requirements of the role.

### **Environment and Sustainability**

All employees have a responsibility to promote sustainability and carbon reduction within the Foundation Trust adhering to our Sustainable Development Strategy and therefore ensuring that all our business is conducted in a sustainable manner

### **Infection Prevention and Control**

All employees have a personal responsibility to comply with Trust and departmental Infection Prevention and Control policies to protect their own health, the health of patients, visitors and other employees and to prevent health care associated infections. This includes a requirement to maintain a safe, clean and tidy work environment and to complete mandatory Infection Prevention and Control Training as provided by the Foundation Trust. All clinical staff must ensure rigorous and consistent compliance with standard infection control precautions including Hand hygiene, dress code and use of personal protective equipment and other clinical care policies and protocols applicable to infection prevention and control. Employees are required to challenge poor performance or poor practice in relation to infection prevention and report any breaches using relevant Trust procedures such as the Incident reporting system.

### **Safeguarding Children and Adults**

All employees have a responsibility to safeguard and promote the welfare of children and adults including but not limited to patients, members of the public and colleagues. The postholder will be responsible for ensuring they undertake the appropriate level of training in accordance with our safeguarding policy training strategy and that they are aware of and work within the safeguarding policies of the Trust which are available on the Trust intranet pages.

## **7. KEY RESULT AREAS**

The post holder will meet with their line manager on a regular basis to agree objectives, assess progress against agreed objectives, assess contribution to the overall research programme of

the ASR and identify training and other developmental needs. There is an expectation that the post holder will contribute to the continued successful development of this unit to be a centre of excellence in health services research and that designated projects will be completed within budget and time-scale.

## **8. COMMUNICATION & WORKING RELATIONSHIPS**

To work with a range of individuals and organisations, including clinical colleagues, older people and carers.

## **9. SPECIAL WORKING CONDITIONS**

There is an expectation that the post holder is prepared to work flexibly, and will be expected to travel to participating sites and communities, preferably using their own transport and hold a full clean driving license.

Bradford Teaching Hospitals NHS Foundation Trust is part of the West Yorkshire Association of Acute Trusts (WYAAT), a collaborative of the NHS hospital trusts from across West Yorkshire and Harrogate working together to provide the best possible care for our patients.

By bringing together the wide range of skills and expertise across West Yorkshire and Harrogate we are working differently, innovating and driving forward change to deliver the highest quality care. By working for Bradford Teaching Hospitals NHS Foundation Trust this is your opportunity to be a part of that change.

WYAAT is the acute sector arm of the West Yorkshire and Harrogate Health and Care Partnership, one of the largest integrated care systems in the country. The Partnership's ambition is for everyone to have the best possible health and wellbeing, and the work of WYAAT, and each individual trust, supports that ambition.

## **10. JOB DESCRIPTION AGREEMENT**

Jobholder's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Head of Department's Job Title: \_\_\_\_\_

## **Terms and Conditions:**

You will be appointed on Agenda for Change Terms and Conditions

### **1 Probationary Period**

New employees appointed to Bradford Teaching Hospitals NHS Foundation Trust covered by Agenda for Change Terms and Conditions (whether on a fixed term or substantive basis) are subject to a probationary period. The length of your probationary period is dependent on your length of contract as detailed in the table below. During this time you will be required to demonstrate to the Trust your suitability for the position in which you are employed. This period may be extended at the Trust's discretion and is without prejudice to the Trust's right to terminate your employment before the expiry of the probationary period. In the event that a decision is taken to terminate your contract of employment during or at the end of your probationary period, you will be entitled to a notice period in line with the statutory timescales, which for employees with less than one year's service is one week.

<b>Length of Contract</b>	<b>Probationary Period</b>
Substantive	6 months
Fixed Term for 12 months or more	6 months
Fixed Term for 6 – 12 months	3 months
Fixed Term for less than 6 months	1 month

***Probationary periods do not apply to internal moves/transfers and promotions***

### **2 Pension Scheme**

New starters to the Foundation Trust will be auto-enrolled into the NHS Pension Scheme subject to qualifying criteria at the appropriate contribution rate. Contribution rates can be found at [www.nhsbsa.nhs.uk/member-hub/cost-being-scheme](http://www.nhsbsa.nhs.uk/member-hub/cost-being-scheme).

The employer contribution rate is 20.68%.

Employees who are not eligible to join the NHS Pension Scheme will be auto-enrolled into an alternative scheme subject to qualifying criteria.

- 3. Annual Leave**

The leave entitlement for this job is \*262.5\* hours, pro rata (inclusive of bank holidays).

The annual leave year runs from 1 April to 31 March.

Your leave entitlement will rise to \*277.5\* hours, pro rata after 5 years NHS Service and to \*307.5\*, *pro rata* hours after 10 years NHS Service (inclusive of Bank Holidays).
- 4. Health Screening**

The post is subject to health screening, as appropriate to the post.
- 5. Special Conditions**

The postholder may be required to work irregular hours on occasions in order to satisfactorily fulfil the requirements of the post.
- 6. Sickness Absence**

Employees absent from work owing to illness will be entitled, subject to the conditions of the agreement and appropriate certification, to receive sick pay in accordance with the Department of Health Agenda for Change agreement (which may be varied from time to time by the NHS Negotiating Council). For details of

the sick pay scheme please access the “Agenda for Change” staff Terms and Conditions via the Department of Health Website [www.nhsemployers.org](http://www.nhsemployers.org) , or the HR Pages of the Trust Intranet.

**The Foundation Trust is a NO SMOKING Employer** - Smoking will not be permitted on Foundation Trust premises and grounds, and there will be no provision made for employees who wish to smoke.

### **General Data Protection Regulations**

All members of the staff are bound by the requirements of UK Data Protection legislation and any breaches of the legislation or of the confidential nature of the work of this post could lead to dismissal.

### **Disclosure and Barring Service**

Please note that this post may be subject to a criminal records check from the Disclosure and Barring Service.

For certain roles the check will also include information held on the DBS's children and adults barred list, together with any information held locally by police forces that is reasonably considered to be relevant to the applied for post.