Job Description and Person Specification

Role: Research Fellow in Evidence Synthesis





Job Description

Job Title	Research Fellow in Evidence Synthesis
Grade	7
Service	Public Health
Reports to	Head of Coventry Health Determinants Research Collaboration
Location	One Friargate
Job Evaluation Code	



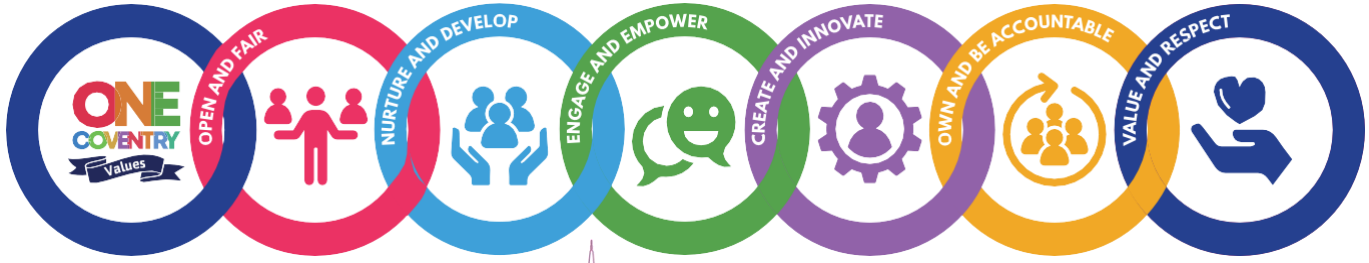
About Coventry City Council

Who we are: At Coventry City Council we are dedicated to making a positive difference to the services we deliver to the diverse citizens of Coventry. The work we do improves people's lives – from helping them into work to providing clean and green places to live, to keeping people safe and protected.

As a Coventry City Council employee, you have our ongoing commitment to your growth and development with opportunities to work across multiple service areas including customer contact, public health prevention and education and skills, adults and children's services and provide support for the most vulnerable.

Our aim is simple – to be globally connected, locally committed, deliver our priorities with fewer resources whilst effectively managing our performance and measuring our progress.

Our Values: We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:





About the Service your team will provide

Purpose of the role

You will work with a multidisciplinary team of public health consultants, commissioners, researchers, voluntary sector organisations and patient and public contributors in appraising evidence on the wider determinants of health. You will be encouraged to undertake research within the NIHR-funded Coventry Health Determinants Research Collaboration (HDRC). You will assist in writing systematic reviews and undertaking evidence syntheses, and to support research training and skills development for colleagues at the local authority. The work undertaken will directly inform local and national practice and shared learning across the other established HDRCs.

Coventry City Council has been awarded £5 million by the NIHR to create a pioneering research platform: the HDRC. This is 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 substantially increase the City 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.

The post is available for 3 years in the first instance.

Main Duties & Key Accountabilities

Core Knowledge

You will support the expanding work programme of the NIHR-funded Coventry Health Determinants Research Collaboration. The main focus of your work will be to identify and appraise literature on the wider determinants of health, and to support research training and skills development for staff at Coventry City Council. You will receive mentorship from academics at the University of Warwick and Coventry University. More specific activities include:

1. Plan and manage own research activity in response to the needs of Coventry HDRC, including:
    - Designing and conducting rigorous systematic reviews and meta-analyses (including the stages of literature searching, data extraction, quality assessment, data synthesis, writing reports and dissemination).
    - Ensuring adherence to data quality assurance procedures.
    - Designing and managing an internal evidence repository, database or project website using suitable software.

- Identification, analysis, interpretation and evaluation of diverse data and research evidence.

2. Co-design and deliver training and skills materials to support Coventry City Council staff increase knowledge and understanding of research.

3. Develop research objectives and proposals for own or joint research that incorporates the principles of impact planning. Contribute to impact activities in larger projects under the direction of the Coventry HDRC.

4. Identify new areas for research, develop new research approaches, apply innovative research methods and extend the research portfolio.

5. Prepare proposals and applications to external bodies, e.g., for funding and contractual purposes.

6. Plan and manage small-scale research activities using resources and workshops as appropriate.

7. Communicate complex research information using a range of methods and media, including to the public where appropriate. This may include material of a specialist or highly technical nature.

8. To undertake the publication of your research results and outcomes with a view to developing a national/international profile. To publish in a variety of formats including via the NIHR-funded Coventry HDRC's website and through collaborative peer-reviewed papers.

9. Build internal and external contacts, participate in internal networks for the exchange of information and form relationships for future collaboration. Join external networks to share information and identify potential sources of funds.

10. Undertake supervision of local authority staff and/or students with support.

11. Continually update knowledge and understanding in the discipline and develop new research techniques and approaches to enable contribution within established research programmes.

12. Contribute to teaching, learning and development programmes as appropriate, using research findings to inform training and skills development.

13. Support assessment of staff/student knowledge and supervision of projects; assist in the development of staff/student research skills.

14. To attend and engage in HDRC-related meetings and continuous professional development

And other such duties as are within the scope and spirit of the job purpose, the title of the post and its grading.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

Key relationships

External	Internal
National Institute of Health & Care Research	HDRC Team
University Hospital Coventry & Warwickshire	Public Health, Insight & Migration Team
University of Warwick	One Coventry Leadership Team
Coventry University	Extended Leadership Team
Voluntary Sector Organisations in the HDRC	Legal, Finance, Information Governance, Procurement, Education, Economic Development, Employment, Housing & Homelessness, Sustainability

Standard information

Post holders will be accountable for carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Smoke Free
The City Council is Smoke - Free. Smoking is not permitted on any of our premises or the surrounding land including car parking facilities.

Training
The postholder must attend any training that is identified as mandatory to their role.

Responsible for:

Staff managed by postholder: N/A

Person specification

Job Evaluation Code	

Knowledge

Essential:

- Broad knowledge of both quantitative and qualitative synthesis
- Excellent knowledge of literature searching including use of electronic databases
- In-depth understanding of quantitative and/or qualitative research methods

Desirable:

- Familiarity with the local authority context in the UK
- Knowledge of determinants of health and related theories

Skills and Abilities

Essential:

- Skills for undertaking systematic reviews and evidence synthesis, quantitative/qualitative/mixed methods research, critical appraisal and literature searching, including use of electronic databases or equivalent
- Ability and willingness to contribute to the work of the NIHR-funded Coventry HDRC in training staff on systematic reviewing and evidence synthesis
- Ability to contribute to report writing, publications and presentations to disseminate information to both academic and other audiences
- Excellent presentation skills
- Excellent oral and written communication skills, with the ability to communicate complex concepts and to collaborate with a range of people including those at local and national policy level
- Ability to pay excellent attention to detail, with a thorough, methodical, and flexible approach to work
- High level of competency in IT including Microsoft Office, statistical packages (e.g., SPSS, R or Stata), systematic review software/tools (e.g., RevMan, Covidence, EPPI-Reviewer), qualitative research software (e.g., NVivo) and reference managers (e.g., EndNote or Mendeley)
- Aptitude for working collaboratively on research development, delivery and dissemination.
- Highly self-motivated and organised, flexible, independent, innovative, creative thinker and able to tolerate working with different styles.
- Commitment to public engagement and knowledge exchange.
- Research project management skills.

Desirable:

- Ability to identify sources of funding and to contribute to securing research funds to develop research programmes and methodologies in the Coventry HDRC
- Ability to undertake evidence synthesis using more advanced techniques (e.g., network meta-analysis, meta-regression, Bayesian meta-analysis, realist synthesis, meta-ethnography)

Experience
Essential: • Experience of undertaking high-quality quantitative/qualitative evidence synthesis • Experience of working in a team and of meeting tight deadlines • Experience of conducting individual and collaborative research projects
Desirable: • Experience of working in public sector (e.g., local government, NHS) • Publications in peer reviewed journals • Experience of designing training materials and/or delivering teaching related to critical appraisal and evidence synthesis
Qualifications
Essential: • Good first degree in relevant subject • PhD in a relevant subject e.g., health science *or* equivalent postgraduate academic/professional experience in a relevant field
Special Requirements
• You will be working within the NIHR-funded Coventry Health Determinants Research Collaboration.

Date Created	October 2022	**Date Reviewed**	April 2023