

# Job Description and Person Specification

**Role:** Research Fellow in Evidence Synthesis



## Job Description

<b>Job Title</b>	Research Fellow in Evidence Synthesis
<b>Grade</b>	7
<b>Service</b>	Public Health
<b>Reports to</b>	Head of Coventry Health Determinants Research Collaboration (HDRC)
<b>Location</b>	Citywide
<b>Job Evaluation Code</b>	1038047



# 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

To lead on the development and delivery of research literature review and evidence synthesis methods and practice as part of the NIHR-funded Coventry Health Determinants Research Collaboration (HDRC). You will work local stakeholders within the Council, Universities and voluntary sector to develop evidence briefings to inform practice, service provision and policy. You will work to develop and conduct academic research into the wider determinants of health. You will support research training and skills development for colleagues in the local authority and in the HDRC. The work undertaken will inform local and national practice and shared learning working with other HDRCs across the country.

### Main Duties & Key Accountabilities

1. Plan and manage own research activity in response to the needs of Coventry HDRC, including:
  - Development and delivery of rapid evidence reviews using a pragmatic and evidence-based approach to a non-academic audience.
  - Identification, analysis, interpretation and evaluation of diverse data and research evidence.
  - 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) where appropriate and needed.
2. Build relationships with stakeholders within the council, and within universities, and the voluntary sector related to the wider determinants of health to identify and develop research questions and projects and develop and broker research partnerships for research funding proposals.
3. Help identify, co-design and deliver training and skills materials to support Coventry City Council staff, the voluntary sector and community researchers to increase knowledge and understanding of research.
4. 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.
5. Identify new areas for research, develop new research approaches, apply innovative research methods and extend the research portfolio.
6. Prepare research proposals and applications to external bodies, e.g., for funding and contractual purposes.
7. Plan and manage small-scale research activities using resources and workshops as appropriate.
8. 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.

9. 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.
10. Participate in internal networks for the exchange of information relevant to HDRC development and form relationships for future collaboration. Join external networks to share information, including working with other HDRCs, and identify potential sources of research funds.
11. Undertake supervision of local authority staff and/or students, or academic staff on placement with support.
12. Continually update knowledge and understanding in the discipline and develop new research techniques and approaches to enable contribution within established research programmes.
13. Contribute to teaching, learning and development programmes as appropriate, using research findings to inform training and skills development.
14. Support assessment of staff/student knowledge and supervision of projects; assist in the development of staff/student research skills.
15. To attend and engage in HDRC-related meetings and continuous professional development
16. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

### External

National Institute of Health & Care Research  
University of Warwick  
Coventry University  
University College London Institute of Health Equity  
Voluntary & Community organisations  
University Hospital Coventry & Warwickshire Coventry & Warwickshire  
Integrated Care Board

### Internal

Coventry HDRC Team  
Public Health, Insight & Migration Team  
Specific Teams, as required

## 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

<b>Job Evaluation Code</b>	R621986030
<b>Knowledge</b>	
<ul style="list-style-type: none"> <li>• Broad knowledge of both quantitative and qualitative synthesis</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent knowledge of literature searching including use of electronic databases</li> </ul>	
<ul style="list-style-type: none"> <li>• In-depth understanding of quantitative and/or qualitative research methods</li> </ul>	
<ul style="list-style-type: none"> <li>• Familiarity with the local authority context in the UK (Desirable)</li> </ul>	
<ul style="list-style-type: none"> <li>• Knowledge of determinants of health and related theories (Desirable)</li> </ul>	
<b>Skills and Abilities</b>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability and willingness to contribute to the work of the NIHR-funded Coventry HDRC in training staff on systematic reviewing and evidence synthesis</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to contribute to report writing, publications and presentations to disseminate information to both academic and other audiences</li> </ul>	
<ul style="list-style-type: none"> <li>• Excellent presentation skills</li> </ul>	
<ul style="list-style-type: none"> <li>• 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</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to pay excellent attention to detail, with a thorough, methodical, and flexible approach to work</li> </ul>	
<ul style="list-style-type: none"> <li>• 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 Zotero)</li> </ul>	
<ul style="list-style-type: none"> <li>• Commitment to public engagement and knowledge exchange.</li> </ul>	
<ul style="list-style-type: none"> <li>• Research project management skills.</li> </ul>	
<ul style="list-style-type: none"> <li>• Ability to identify sources of funding and to contribute to securing research funds to develop research programmes and methodologies in the Coventry HDRC (Desirable)</li> </ul>	
<b>Experience</b>	
<ul style="list-style-type: none"> <li>• Experience of undertaking high-quality quantitative/qualitative evidence synthesis</li> </ul>	
<ul style="list-style-type: none"> <li>• Experience of working in a team and of meeting tight deadlines</li> </ul>	

• Experience of conducting individual and collaborative research projects
• Experience of working in public sector (e.g., local government, NHS) (Desirable)
• Publications in peer reviewed journals (Desirable)
• Experience of designing training materials and/or delivering teaching related to critical appraisal and evidence synthesis (Desirable)
<b>Qualifications</b>
• Good first degree in relevant subject
• PhD in a relevant subject e.g., health science <i>or</i> equivalent postgraduate academic/professional experience in a relevant field

<b>Date Created</b>	October 2022	<b>Date Reviewed</b>	July 2024
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