

# Job Description and Person Specification

Role:



## Job Description

<b>Job Title</b>	Research Fellow in Qualitative and Mixed-Methods
<b>Grade</b>	7
<b>Service</b>	Public Health, Insight & Migration
<b>Reports to</b>	Head of HDRC Programme
<b>Location</b>	One Friargate, Coventry
<b>Job Evaluation Code</b>	A5931



## 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 developing impactful research 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 developing qualitative and mixed-methods research projects from inception through to dissemination, 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

You will support the expanding work programme of the Coventry HDRC. The main focus of your work will be to develop and manage qualitative and mixed-methods research on the wider determinants of health, and to support research training and skills development for local authority 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, including:
  - Designing, conducting and recording outcome of experiments and fieldwork.
  - Designing and managing data collection through interviews, focus groups and survey.
  - Designing and managing equipment, software, instrumentation.
  - Designing and/or undertaking data coding.
  - Ensuring data quality assurance procedures.
  - Analysis, interpretation and evaluation of research outcomes.

- Build upon existing networks, proactively broker new opportunities and evolve existing partnerships
- 2. Co-design and deliver training and skills materials to support Coventry City Council staff to increase their 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 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 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. Any other duties and responsibilities within the range of the salary grade.

## Key relationships

<b>External</b> National Institute of Health & Care Research University of Warwick Coventry University University College London Voluntary & Community organisations University Hospital Coventry & Warwickshire Coventry & Warwickshire Integrated Care Board	<b>Internal</b> Public Health, Insight & Migration Team Legal, Finance, Information Governance, Procurement, Education, Economic Development, Employment, Housing & Homelessness, Sustainability.
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## 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>	A5931
<b>Knowledge</b>	
Essential:	
Advanced knowledge of research methods and techniques used in qualitative and mixed-methods research, including development of theory-based topic guides, co-production research, cross-sectional study design and process evaluation	
Knowledge of regulations to adhere to e.g. ethics, legal	
Desirable:	
Familiarity with the local authority context in the UK	
<b>Skills and Abilities</b>	
Essential:	
Skills and experience of qualitative and mixed-methods research	
Ability and willingness to contribute to the work of the Coventry HDRC in training staff on research methods and techniques used in qualitative and mixed-methods research	
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) and reference managers (e.g., RevMan, 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 Research Collaboration
<b>Experience</b>
Essential:
Experience of undertaking qualitative and mixed-methods research
Experience of high-quality qualitative research (e.g., interviews, focus groups)
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
<b>Qualifications</b>
Essential:
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>Special Requirements</b>
N/A

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