

London Borough of Tower Hamlets



Job Description

JOB TITLE:	Research Officer (HDRC)
GRADE:	Grade H
POST NUMBER:	A400600439
DIRECTORATE:	Health and Adult Social Care
SERVICE:	Public Health
RESPONSIBLE TO	HDRC Research & Culture Manager
RESPONSIBLE FOR	n/a
	DBS check required? – No Is the post politically restricted? – No Is a Travel Allowance Payable? – No Does this post attract an Essential Car User Allowance? – No

JOB SUMMARY:	To contribute to the development and implementation of evidence to improve health and wellbeing and reduce health inequalities for people in Tower Hamlets. To work with colleagues across the council, partners and communities to ensure that knowledge is disseminated and put into practice. To support the commissioning, delivery and impact of high-quality research projects that focus on the wider determinants of health. To support the application of research governance framework guidance and quality assurance processes to research projects for the council.
ROLE REQUIREMENTS:	The key areas of responsibility for this post include the following: - Research and evidence synthesis - Research communication and knowledge management - Supporting the commissioning and delivery of research and research infrastructure projects - Design and launch the Knowledge and Information Service - Apply project management methodologies to the Knowledge and Information Service
1.	Support colleagues with resident engagement, research and outreach work in external locations around the borough. On occasion, this may require working outside of council hours (evenings).
2.	Undertake secondary research, applying an understanding of quantitative and qualitative methods to identify, critically appraise and synthesise research evidence and grey literature.
3.	Design and launch in collaboration with colleagues a Knowledge and Information Service which supports council and voluntary sector staff to find, access and use existing research evidence. To continue to manage, adapt and deliver this service, in a way that is responsive to the needs of the programme on an ongoing basis.
4.	Support the delivery of learning and development projects and training programmes to enhance research capability across the council and partnership.
5.	Enable the effective presentation and sharing of evidence and research through digital, written and face-to-face channels.

6.	Support and advise the council on how evidence can be used to inform and improve policy, strategy, planning, commissioning, service delivery, partnership working and equality, diversity and cohesion.
7.	Support the council and its partners to carry out research and evaluation by assisting them to applying appropriate methods and / or by directly delivering small projects.
8.	Contribute to the development of a robust research infrastructure system for the council. In particular: • Map existing research across the organisation, helping colleagues avoid duplication of effort and resources. • Maintain an up-to-date register of HDRC research projects. • Support the identification of research gaps and Areas of Research Interest in a strategic way, supporting wider council interests. • Support council staff to connect with academic and community researchers from higher educational institutions and the voluntary sector to help them generate useful evidence collaboratively. This may require meeting with stakeholders at their places of work. • Support research officers, staff across the council, partner organisations, the voluntary sector and local community representatives to carry out research as part of their role, ensuring best practice tools, techniques and methods are applied to all research to meet consistent quality standards. • Support the evaluation of the HDRC programme. • Support resident involvement in research
9.	Ensure the proper use and security of sensitive data and information in the corporate research and evaluation products produced, ensuring data can only be accessed by authorised users and in line with the organisation's data governance arrangements.
10.	Support other research infrastructure and capacity-building projects aligning with strategic business and policy development objectives.
CORPORATE RESPONSIBILITIES:	
11.	Actively contribute to the council's priorities and outcomes in a way that promotes a 'one organisation' approach.

12.	Develop and maintain positive relationships with colleagues, stakeholders, and communities to ensure the council, HDRC and the directorate strategic priorities are effectively implemented.
13.	Promote equality among all staff and ensure that services are delivered in a non-discriminatory way, that is inclusive of all disadvantaged groups.
14.	Support organisational change and learning, ensuring appropriate systems of performance and development, communication and engagement, quality measures, monitoring and review are in place for all services and the workforce that delivers them.
15.	Promote sustainability, including encouraging a culture of innovation and accountability amongst all council staff.
16.	Actively participate in all service / team activities, having regard to the council's corporate priorities and outcomes, as set out in the Strategic Plan.
17.	Promote and actively participate in the programme of service reviews and transformation projects to improve the council's operational effectiveness.
18.	Use new ways of working to champion our diverse communities and secure effective outcomes for the council's residents.
19.	Deputise for the line manager from time to time as required.
PEOPLE:	
20.	Work collaboratively with the council's partners, stakeholders and residents to inform decisions, ensuring that this supports the delivery of specific service programmes and deliverables.
21.	Work with managers and colleagues to develop clarity around expected outcomes and standards, with clear lines of accountability.
22.	Contribute to a culture of learning and workforce planning by taking responsibility for managing your career and personal development and therefore improve outcomes for Tower Hamlets' residents.
23.	Some supervisory duties for employees who are temporarily assigned or shared may be required, such as providing on-the-job training and overseeing their work to ensure quality and quantity standards are met, such as

	students from a partner university, a public health apprentice or public health specialist registrar.
FINANCE:	
24.	Work with managers and colleagues to explore and develop opportunities for efficiencies and drive down spend where appropriate.
25.	Work with managers and colleagues to ensure services that are delivered or procured represent value for money.
SERVICE:	
26.	Carry out all duties in line with the Council's Standing Orders, Financial and Procurement Regulations and Constitution.
PERFORMANCE:	
27.	Meet relevant performance targets in the council's strategic plan and service plans. These will be agreed with the postholder as part of the My Annual Review process.
OTHER CONDITIONS:	
28.	Carry out other duties and responsibilities commensurate with the level of the post as directed.

Person Specification for the post of Research Officer		E = essential D = desirable	Method of Assessment A= Application Form T= Test I= Interview
Applicants only need to address criteria marked "A" in their application.			
Knowledge			
K1	Good knowledge of social science or public health research methods and analytical techniques, including quantitative and qualitative methods.	E	A/T/I
K2	Knowledge of research governance and ethics processes	E	A/I
K4	Understanding of health inequalities and the wider social determinants of health	D	A/I
Qualifications & Experience			
QE1	Experience of applying research methods in a professional context.	E	A/I
QE2	Ability to translate and synthesise research evidence into recommendations which can be applied in local government	E	A/I/ T
QE3	Ability to design small scale research projects, defining research questions and writing specifications.	E	A/I/T
QE4	Experience of applying relevant legal, ethical, procurement, quality assurance practice and	E	A/I

	methodical rigour for research.		
QE5	Ability to critically appraise and evaluate information and evidence, making use of different sources and to conduct basic analyses of key data	E	A/I/T
QE6	Experience of managing simple projects and /or supporting team members in managing more complex collaborative research projects.	E	A/I
QE7	Experience of project managing an ongoing programme of work, working in collaboration with partners	E	A/I
QE8	Ability to communicate analysis of complex information clearly, to a range of audiences including non-experts. helping others, including non-experts, make good use of research evidence.	E	A/I/T
QE9	Ability to persuade others to support the research process and increase awareness of research	D	A/I
Additional requirements			
ADD1	Willingness to work outside of contracted hours in the evenings and weekends subject to notice.	D	A

Living the TOWER Values sets out the essential behaviours required of all staff.

They are aligned to the organisation's five TOWER Values.

We work **TOGETHER** across boundaries and with partners to achieve the best outcomes for Tower Hamlets

T1	Shares information with others in a timely way, to deliver the best outcomes	E	A/I
We are OPEN and transparent			
O1	Uses effective listening and questioning techniques to understand the needs of others and act accordingly.	E	A/I
We are WILLING to challenge, innovate and be accountable			
W1	Takes accountability for delivering own work and contributing to that of the team	E	A/I
We empower each other to be EXCELLENT and go the extra mile			
E1	Takes the initiative to improve outcomes because they can explain the difference they have made.	E	A/I
We RESPECT all communities, they are the heart of everything we do			
R1	Open-minded and appreciates alternative cultural perspectives, taking it into account when delivering service.	E	A/I