

Job Profile – HDRC Research Capacity and Training Lead

Department: Health Determinants Research Collaboration (HDRC)

Responsible to: Consultant in Public Health (Research)

Responsible for: N/A

Job purpose

Build sustainable research and analysis capacity and activity in City of Bradford Metropolitan District Council (CBMDC) by developing offer to improve opportunities to develop research skills and experience for staff. Promoting research, analysis, and evidence-building activities within and by CBMDC.

Build sustainable evidence user capability in CBMDC by developing the knowledge and skills needed to choose and use rigorous evidence across our workforce through a research training programme.

Deliver, support, and embed a sustainable research-informed, data-driven culture across CBMDC. Enable all colleagues to become 'evidence confident.'

Key responsibilities

- 1) To oversee the implementation and delivery of the staff research training programme that is being developed and delivered by our external partner, NatGen.
- 2) To manage the relationship and contract with NatGen.
- 3) To ensure appropriate evaluation and monitoring of the staff research training programme delivered by NatGen.
- 4) To manage the 'Community of Researchers,' a community of colleagues interested in research within the council, making better use of evidence and analysis within their roles, including developing a CPD programme.

- 5) To develop a comprehensive offer to improve staff opportunities to develop research skills and experience including, internal training, secondments, honorary contracts, access to academic courses, support for postgraduate study.
- 6) To develop inhouse ability to access research and evidence such as peer-reviewed journals, open-source software to support research activity, training, and analysis.
- 7) To develop and maintain relationships with academic partners and others to accommodate students for internships, Master's and PhDs within CBMDC and/or to provide public health training opportunities.
- 8) To develop and monitor outcomes measuring and describing research capacity, capability, and activities.
- 9) To lead on key areas of internal communications for the cultural change across CBMDC such as e-newsletter, website content, policy change, opportunities, campaigns.
- 10) To develop and maintain relationships with Childrens and Young People's services to encourage the development of Citizen Scientists.
- 11) To collaborate with partners across the system, including academics, NHS, community, and voluntary sector to develop the research capacity, capability, and activities of CBMDC.
- 12) The successful candidate, although supported, will be able to undertake the duties and responsibilities of the role with a high degree of autonomy, using independent thinking and reasoning. They will be conscious of the links of this role to others across the HDRC and work in a holistic manner.
- 13) To promote and establish the HDRC team across CBMDC and to external organisations, in relation to its aims and objectives, raising awareness and protecting its reputation.

Dimensions of role.
<p>Scope and impact of role</p> <ul style="list-style-type: none"> • No direct line management responsibility • Horizontal and vertical impact across CBMDC and other organizations involved in the HDRC, e.g., NHS, Universities and VCSE • Influence and persuade others internally and external of CBMDC of the importance and relevance of building and developing research capacity, skills, and analysis. • Responsible for content of internal and external communications such as newsletters and the reputational risk associated with these • Reporting and networking across the other authorities that are NIHR-funded HDRCs, collaboration and sharing of findings and best practice.

Budget

- No direct responsibility for budget management, however the successful candidate will have a responsibility for efficiently deploying finite resources to support the effectiveness of the role
- To suggest proactive and innovative ideas for efficiencies in the resources required to undertake the post holders' role as well as remit of the wider team.

Structure Chart (role of direct reports)



Qualifications	Relevant degree, or higher-level qualification, or relevant equivalent knowledge and experience gained in the workplace.
Experience	Experience of devising, introducing, implementing, developing, reviewing, and evaluating training. Experience of conducting surveys, evaluation, or research in academia or within a workplace environment. Experience of implementing and evaluating a change that has involved seeking to influence or change people and/or organisations. Experience of supporting others to upskill and achieve their goal or develop in either a formal or informal pathway.
Skills and knowledge	Knowledge of designing, delivering and evaluating training workshops and resources.

	<p>Knowledge and experience developing and delivering engagement activities for one or more audiences.</p> <p>Knowledge and experience of maintaining active and effective networks of enthusiasts and/or practitioners in an area of common interest.</p> <p>Able to work effectively with a wide range of people within the organisation and in partner organisations.</p> <p>Managing a relationship and project with an external contractor to achieve the contractual objectives.</p> <p>General awareness of research, for example, types of research (quantitative/qualitative), research methods, evaluation of services.</p> <p>Able to influence people to effect change.</p> <p>Can use, interprets and communicate complex information.</p>
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Core Employee competencies at manager level to be used at the interview stage.

Carries Out Performance Management – covers the employees’ capacity to manage their workload and carry out a number of specific tasks accurately to a high standard.

Communicates Effectively - covers a range of spoken and written communication skills required as a regular feature of the job. It includes exchanging information/building relationships, giving advice and guidance, counselling, negotiating, and persuading and handling private, confidential, and sensitive information.

Carries Out Effective Decision Making - covers a range of thinking skills required for taking initiative and independent actions within the scope of the job. It includes planning and organising, self-effectiveness and any requirements to quality check work.

Undertakes Structured Problem-Solving Activity - covers a range of analytical skills required for gathering, collating, and analysing the facts needed to solve problems. It includes creative and critical thinking, developing practical solutions, applying problem solving strategies and managing interpersonal relationships.

Operates with Dignity and Respect - covers treating everyone with respect and dignity, maintains impartiality/fairness with all people, is aware of the barriers people face.

Management Competencies: to be used at the interview stage.

Operates with Strategic Awareness Our managers work with corporate priorities and policies in a joined-up way with others, internally and externally. Works democratically, transparently, and accountably.

Practices Appropriate Leadership Our managers motivate their staff to exceed expectations through raising their awareness of goals and moving them beyond self-interest for the sake of the team or service. They consider serving the District in all that they do.

Delivering Successful Performance Our managers monitor performance of services, teams & individuals against targets & celebrate great performance. They promote the District’s vision & work to achieve Council’s values & agreed outcomes.

Applying Project and Programme Management Our manager's work to ensure that outcomes and objectives are achieved within desired timescales, make best use of resources, and take a positive approach to contingency planning.

Developing High Performing People and Teams Our managers coach individuals and teams to achieve their potential and take responsibility for continuous improvement. They champion the Council's values and goals.

Working Conditions:

Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Equality Act 2010 in relation to Disability Provisions.

Hybrid and flexible working details to be agreed with the successful candidate.

Special Conditions:

A satisfactory enhanced DBS check will be required to undertake this role.

Completed by:	Caroline Tait	Date:	6.12.23
Quality checked: (HR)	Wendy Johnson	Date:	12.12.23