

Institute of Health Visiting

Job Description – Research Associate

Job Title:	Research Associate
Reports to:	Vicky Gilroy, Head of Projects and Evaluation
Accountable to:	Head of Projects and Evaluation
Salary:	FTE Salary Range £24,000 per annum Pro rata 0.2 WTE
Terms of employment	Fixed Term, Part-Time – from November 2021 – December 2022
Hours of work:	7.5 hours per week flexible hours to cover the needs of the role Holiday 25 days per year pro rata for part time plus bank holidays
Location:	North-East Home-based – with potential travel across the NE within COVID-19 restrictions. Potential minimal national travel where required.
Key Relationships:	iHV – Project Team, Mental Health Team, professional team, Family Action Team
Closing date:	Closing date 8 th November, but application may close early due to the urgency in commencing this work. Candidates are recommended to apply as soon as possible.
Interview date	Via Zoom on 11 th November
To apply:	CV and application form to jobs@ihv.org.uk

The Institute of Health Visiting (iHV) was established in 2012, supported by government, to strengthen the quality and consistency of health visiting services for the benefit of all children, families, and communities. The core focus of its work is on education, research, quality improvement and developing leadership in health visiting.

Research, evaluation and workforce development are key pillars of the Institute. We have successfully delivered training, research and evaluation projects aimed at empowering professionals who work with families in the early years of life.

The iHV is a UK-wide organisation with a web-based Centre of Excellence for health visitors (<http://www.ihv.org.uk>) who join the Institute as Associates.

Summary of Job Purpose

We are seeking an ambitious enthusiastic Research Associate with experience in public health and perinatal mental health research to support the evaluation of the Stockton Perinatal Support Service. The post holder will work as part of as part of the iHV Projects team to deliver this evaluation.

The individual would need to be dynamic, proactive, flexible and have the ability to work independently. The post holder will carry out a range of work including literature reviews, qualitative and quantitative data collection, analysis of qualitative and quantitative data, and supporting report writing.

Key Areas of Responsibility

The post holder will work independently, but supported as part of a team, supervised by Vicky Gilroy.

Research activities will include, but will not be limited to, the following:

1. Supporting evaluation set-up: to finalising the plan of work and supporting ethical approvals and governance
2. Support data collection as per the evaluation proposal
3. Participate in evaluation team meetings
4. Support the recruitment and consent of participants
5. Carry out interviews as per the protocol
6. Carry out secondary data collection including data cleaning
7. Work as part of a team on qualitative and quantitative data analysis
8. Support the co-production of the project with the lived experience panel including directly liaising and meeting with lived experience panel members as required
9. Supporting study analysis and write up, including wider dissemination efforts to relevant stakeholder groups and PPI feedback.

The post holder will have experience of being involved in the set-up, management and delivery of mixed methods studies, and skills in recruitment, consent, data collection, qualitative interviewing and analysis, skills in data handling and experience in descriptive statistical analysis and writing research up for publication.

Person Specification

Criteria	Essential	Desirable	Please indicate how each criterion will be assessed: Application form (AF) Interview (I)
Education	<p>A First Degree</p> <p>A Masters Degree Sciences/Psychology/Public Health/related discipline</p> <p>OR equivalent qualification</p>	<p>A PhD in Health Sciences/Psychology/Public Health/related discipline</p> <p>OR equivalent qualification</p>	AF
Skills and Knowledge	<p>Demonstrable communication skills in English language</p> <p>Experience of recruiting and consenting participants to participate in research</p> <p>Experience of recruiting vulnerable / hard to reach populations sensitively</p> <p>Strong data management and handling skills</p> <p>Qualitative interviewing, process evaluations and analysis skills</p> <p>Excellent interpersonal skills</p> <p>Good organisational and time management skills</p> <p>Proficient in word processing, MS Excel, SPSS, NIVIO or other statistical software and email</p>	<p>Knowledge of intervention evaluation methodology</p> <p>Knowledge of perinatal mental health</p> <p>Experience in perinatal mental health research</p> <p>Knowledge of behaviour change</p> <p>Experience in public health research</p> <p>Ability to produce high quality publications/reports</p>	AF & I

Personal Attributes	Ability to work as part of a team and individually to achieve shared goals Excellent communication skills to a range of audiences Self-motivated with attention to detail Willingness to undertake appropriate training and apply knowledge learnt Possess initiative and commitment to deadlines		AF & I
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General responsibilities applying to all staff:

The post holder is required to follow iHV policies and procedures, specifically noting general responsibilities applying to all staff:

Confidentiality / Data Protection / Freedom of Information / Information Governance/ IT security

All staff members are obliged to adhere to the iHV Information Security Awareness Policy and comply with the General Data Protection Regulations (2018) and the Data Protection Act (2018) and any subsequent updates, to ensure the lawful processing, storing and sharing of data. These responsibilities include complying with national guidance (such as the NHS Confidentiality Code of Practice) and with local policies and procedures (such as a local Trust's Confidentiality policy) when working on projects with external partners.

The unauthorised passing on of information pertaining to any individual's personal, or sensitive data is a serious matter. Unauthorised disclosure warrants consideration of disciplinary action and risks legal action by others. Health professionals may also be subject to action by their regulatory bodies.

All staff are responsible for ensuring no actual or potential security breaches occur as a result of their actions. Any member of staff observing a data protection or ICT Security incident must raise an incident report in accordance with the iHV Risk Management Process and provide their line manager and iHV IT support, where relevant, with full incident details.

Equal Opportunities

Post holders must at all times fulfill their responsibilities with regard to the Institute's Equal Opportunities and Equality Policies.

The Institute of Health Visiting is fully committed to the active promotion of equality and diversity in everything that we do. We want to enable an organisational culture that values diversity and demonstrates due regards to the characteristics of the Equality Act (2010) through our employment practices, the work that we do and the products and resources that we produce. We are committed to encouraging equality and diversity among our staff and eliminating unlawful discrimination.

Health and Safety

All post holders have a responsibility, under the Health and Safety at Work Act (1974) and subsequently published regulations, to ensure that the organisation's health and safety policies and procedures are complied with to maintain a safe working environment.

Risk Management

All post holders have a responsibility to report risks such as delays in delivering work programmes.

Appraisal

All staff are required to partake in a joint annual review of their work which appraises performance and behaviours, including 360 appraisal.

Values and Behaviours

The iHV has developed a clear vision for the direction of the organisation. A set of values and behaviours have also been developed and agreed to underpin this vision. All iHV employees will be expected to demonstrate an understanding of and commitment to these values and behaviours, which are reviewed through the appraisal processes.

Flexible Working

As an organisation the iHV is committed to supporting flexible working arrangements when possible if they do not interfere with the successful delivery of the post holder's responsibilities.

Safeguarding children and vulnerable adults

Post holders have a general responsibility for safeguarding children and vulnerable adults in the course of their work.

A DBS check will form part of the terms of employment for some staff - staff will be required to provide the relevant DBS check, in accordance with the activities required for their specific role based on what the law allows. This will be reviewed on an individual basis by the iHV by considering the activities being carried out by the post-holder and whether they are eligible for DBS checks.

Visa restrictions

Entitlement to work in the UK.

To Apply:

Please complete the application form and send this together with your current CV to jobs@ihv.org.uk

Applications close: Closing date anticipated to be 09:00 am on 8th November, but application may close early due to the urgency in commencing this work. Candidate are recommended to apply as soon as possible.

(N.B. We can only respond to applicants successfully chosen for interview)

Interviews: 11th November (please keep this date clear if you are interested in the post)

Start date: November 2021