Role profile

Job Title:	Research officer	**Grade:**	12
Department:	HDRC Ealing	**Post no.:**	66143
Directorate:	Strategy & Change	**Location:**	Perceval House

Role reports to:	**Research Capacity Lead, HDRC Ealing**
Direct reports:	None
Indirect reports:	None

Job description

Recruitment practices to safeguard and promote the welfare of children and/or vulnerable adults apply to this post in addition to the requirement to obtain a Disclosure and Barring Service (DBS) check.

Purpose of role

- To support Ealing's Health Determinant Research Collaboration in its ambition to build a greater culture of evidence-based decision making, using data and insights to drive strategies, identify priorities and evaluate progress. To support & undertake research and evaluation to inform decision making across the organisation and deliver the council's responsibilities

Key accountabilities

- Build capacity of staff in Ealing by co-creating and conducting research and evaluation on areas relating to the work of the Council and its impact on the building blocks of health. This includes the following phases of primary research and evaluation:
    a. Co-designing appropriate research question with council teams and community members
    b. Devising a plan for data collection, including quantitative or qualitative or mixed methods data.
    c. Analysing the data
    d. Interpreting the findings and co-designing recommendations
    e. Communicating and disseminating the findings for maximum impact.
- Undertake literature reviews and synthesise a range of evidence and develop recommendations that can inform policy and practice

- Advise LA officers, VCSE partners and others on the interpretation and use of research and evaluation and liaise with senior colleagues to provide relevant presentations and training
- Provide advice and support to Council staff and VCSE partners on the use of evidence and relevant research methods including through the preparation and delivery of targeted and group training sessions.
- Support development of an online, searchable platform for Council teams and local VCS organisations to share and view qualitative insights gathered from Ealing residents.
- Be responsible for analysing data and providing reports and information to support officers with whom you are working on demonstrator research projects
- Be responsible for managing own workload, including: prioritising work according to deadlines; ensuring deadlines (statutory and otherwise) are met; and working on own initiative.

Key performance indicators

- Completion of a research or evaluation project that is locally meaningful, useful and participatory
- Development of an online, searchable platform for Council teams and local VCS organisations to share and view qualitative insights gathered from Ealing residents.
- Better understanding local government context for future applied research

Key relationships (internal and external)

- HDRC Ealing team and Strategy and Change Directorate, Directors, Assistant Directors and Service Heads
- HDRC VCS partners
- HDRC academic partners

Authority level

- **People management authority**
  - This post is not responsible for supervising staff.

- **Financial authority**
  - The post holder is expected to be familiar with and to follow HDRC payment policies and Council financial policies and procedures.

- **Decision-making authority**
  - This post is expected to work independently within established procedures and policies. Escalates complex or high-risk decisions to the line manager.

- **Policy and service authority**
  - This role is expected to implement policy and to provide evidence that can inform the improvement of services and strategies

Person specification

Community and partnership working are essential for all roles as are a commitment to Equality, Diversity and Inclusion and ensuring Health and Safety at Work for everyone working at Ealing Council.

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Essential knowledge, skills and abilities

1. Expertise in diverse research approaches, including skills in both qualitative and quantitative methods **
2. Valuing different forms of knowledge and research methods, even if expertise lies in a particular field.
3. Good knowledge and understanding of local government, and voluntary/community sector, the pressures on them, and implications for capacity building **
4. Good understanding of academic sector and experience of developing research proposals and applying for research funding **
5. Ability to collaborate effectively with council, academic and community partners, with strong interpersonal skills and sensitivity to different perspectives and contexts **
6. Strong communication and presentation skills, both verbal and written, with an ability to present complex information and concepts in an engaging way and adapting to suit the audience**
7. Good organisational skills, ability to prioritise and work to tight deadlines.

Essential qualification(s) and experience

1. A Masters in public health, evaluation or related fields**
1. Experience of conducting qualitative or mixed methods research.
2. Experience in leading/involvement in research and evaluation capacity-building initiatives.
3. Experience of multi-sector collaborations.

Values and behaviours

Improved life for residents	Trustworthy	Collaborative	Innovative	Accountable
• Is passionate about making Ealing a better place • Can see and appreciate things from a resident point of view • Understands what people want and need • Encourages change to tackle underlying causes or issues	• Does what they say they will do on time • Is open and honest • Treats all people fairly	• Ambitious and confident in leading partnerships • Offers to share knowledge and ideas • Challenges constructively and respectfully listens to feedback • Overcomes barriers to develop our outcomes for residents	• Tries out ways to do things better, faster and for less cost • Brings in ideas from outside to improve performance • Takes calculated risks to improve outcomes • Learns from mistakes and failures	• Encourages all stakeholders to participate in decision making • Makes things happen • Acts on feedback to improve performance • Works to high standards