

Candidate Information

Position:	Research Fellow (Project Manager)
School/Department:	Centre for Public Health
Reference:	18/106988
Closing Date:	Tuesday 18 December 2018
Salary:	£33,199 - £39,610 per annum (potential to progress to £43,266 per annum through sustained exceptional contribution)
Anticipated Interview Date:	Week commencing 7 January 2019
Duration:	17 months

JOB PURPOSE:

To provide coordination and project management for the establishment of cardiovascular datasets for N. Ireland

The post will require establishment of a project steering group, developing ethical and governance/approval, developing minimum datasets for registration and establishment of the database within a secure environment to receive data sources to identify duplicate notifications, organisation of data quality checks by review of a selection of patient's records, undertaking data analysis, production of reports and peer reviewed publications and organisation of a conference.

In future there may be scope for collection of patient reported outcomes.

The work will be undertaken within a highly secure environment using multiple electronic data sources.

About the study

The organisation of Health & Social Care in N. Ireland is changing with Transforming Your Care and introduction of e-Health technology. For strokes and heart disease there are increased efforts to control and treat risk factors e.g. hypertension and atrial fibrillation combined with increasing access to Brain Scanning and clot dissolving therapy.

This work aims to demonstrate the impact of change and to investigate patterns of cardiovascular disease in N. Ireland by age, geography, socioeconomic group and gender while also documenting trends, current treatments and service use patterns; pre-existing risk factors, co-morbidities, the likelihood of complications or second events and survival.

MAIN ACTIVITIES/RESPONSIBILITIES:

1. Assume responsibility for day to day management and progress of the Cardiovascular database.
 - Facilitate the delivery of the study, according to agreed milestones, ensuring performance benchmarks are achieved.
 - Ensure the study adheres to all governance and ethical requirements.
 - Ensure a secure physical environment for the study.
 - Develop a study protocol to facilitate achievement of ethical approval.
 - Co-ordinate data collection and secure management.
 - Maintain dynamic programme issues and risk registers.
 - Work with QUB finance team to facilitate financial management of programme budget.
 - Facilitate effective communication and programme delivery.
 - Organise quarterly Project steering group meetings and facilitate implementation of actions.
 - Provide quarterly project reports to Steering Group and Funders.
 - Pro-actively raise awareness of the study through the development and subsequent maintenance of the study web-site and use of multi-media sources
 - Act as the point of contact for the public, research centres or health provider organisations wishing to discuss any issues arising from the work including hospital provider organisations across N. Ireland. Public Health Agency, project funders etc.

Data Management:

- Assume responsibility for data storage and archiving in line with GCP requirements,
 - Arrange and oversee secure transfer and storage of study data
 - Manage study database records and study participant tracking systems, monitoring recruitment and progress and data cleanliness,
 - Collate and interpret data for presentation at meetings or to other research institutions,
 - Identify and implement modifications to the database as required to make on-going improvements to the study,
 - Pay meticulous attention to detail, in terms of data accuracy, clarifying inconsistencies at data collection and input stages.
2. Work with the research team to write up research work for publication and presentation at national and international conferences.
 3. Participate in local, national and international research collaborations to exchange ideas and discuss research activity, promoting the work of the cardiovascular database
 4. Participate in recruitment, induction and training of any additional staff

OTHER DUTIES AND RESPONSIBILITIES:

- Maintain flexibility to support other projects or activities as deemed appropriate.
- Maintain professionalism at all times, ensuring strict confidentiality of patient records.
- Work as a member of the research team, providing cross cover as appropriate.
- Maintain own professional development.

PLANNING AND ORGANISING:

- Plan own day-to-day activity within framework of the study objectives.
- Plan to meet deadlines for journal publications and to prepare presentations and papers for conferences.
- Coordinate and liaise with other members of the research team over work progress.

RESOURCE MANAGEMENT RESPONSIBILITIES

- Ensure finance records are kept up to date.
- Ensure all staff involved in the research are appropriately trained.

INTERNAL AND EXTERNAL RELATIONSHIPS

- Ensure reports for ethics and the funder are provided on time and accurately
- Liaison with Health Trusts for data access agreements, updates on progress etc
- Linking with patients via the project steering group.

ESSENTIAL CRITERIA

- Have or be about to obtain a PhD in a health related/epidemiology related discipline.
- At least 3 years relevant research experience.
- Experience of managing data collection
- Experience of planning and implementing research protocols including ethics committee and research governance approvals.
- Evidence of papers published in peer reviewed journals.
- A sound working knowledge of standard computing and statistical packages (e.g.) STATA, SAS, SPSS.
- Ability to work in an independent, self-directed manner, formulating own objectives within the objectives of the overall team.
- Strong organisation skills and capable of dealing effectively with administrative tasks.
- Ability to communicate complex information clearly.
- Ability to build contacts and participate in internal and external networks.
- Able to work with clinicians and patients
- Effective interpersonal and communication skills.
- Effective presentation skills, including public speaking to diverse audiences.
- Strong organisational/project management skills
- Ability to assess and organise resources.
- Will be required to sign a statement of confidentiality
- Willingness and ability to undertake travel abroad in the UK and Ireland in accordance with the demands of the post.
- Willingness to work outside normal hours when necessary
- Willing to travel (nationally and internationally) as required.

DESIRABLE CRITERIA

- Previous experience of cancer related research involving patient survey research.
- Experience of web-design and management.
- Use of social media in the work-place.
- Practical experience of statistical analysis techniques (e.g.) regression and survival analysis.
- Experience of Management Software
- Previous experience of working with patients or clinicians
- Ability to understand medical terminology.
- Influencing and negotiating skills.
- IT skills, including proficiency in the use of databases and other methods for storing and retrieving data.