

Candidate Information

Position:	Research Fellow (Administrative Data)
School/Department:	Centre for Public Health
Reference:	19/108025
Closing Date:	Wednesday 8 January 2020
Salary:	£33,797 to £38,017 per annum.
Duration:	This post is available until 31 March 2021.

JOB PURPOSE:

To support researchers wishing to undertake research of linked administrative data within the Northern Ireland Administrative Data Research Centre (NI-ADRC). This is one of three centres across the UK that is being established, within the Administrative Data Research Partnership (ADRP), to facilitate the safe linkage and analysis of routine Government administrative datasets and has input from Queen's University, the University of Ulster and the Northern Ireland Statistics and Research Agency - NISRA).

A high level of competence in appropriate statistical analysis and experience of working with record linkage and large or complex datasets is essential. The postholder will be responsible for the statistical and methodological support for the Administrative Data Research Centre.

MAJOR DUTIES:

1. Contribute to the running of the NI-ADRC so that it can support and facilitate others wishing to undertake research that involves the use of linked administrative data.
2. Help researchers, from government departments and academia, understand the administrative processes associated with undertaking research within the ADRC.
3. Help potential researchers, including named research team members from government policy teams and academia, develop their research ideas and proposals.
4. Supply statistical and methodological expertise to approved researchers.
5. Undertake and develop her/his own strand of agreed research, embedded within health and social care elements of the approved ADRC Strategic Impact Programs, on linked data.
6. Help disseminate and publicise research findings for external 'audiences' and stakeholders. With a primary focus on policy impact for government departments named as partners within Strategic Impact Programs.
7. Work with NISRA (Northern Ireland Statistics Research Agency), Honest Broker Service and the data custodians to improve the metadata associated with the administrative datasets.
8. Develop, in conjunction with the other ADRCs, training materials for prospective researchers.
9. Liaise with the support officers in the other ADRCs across the UK.
10. To ensure SMOs support the delivery of strategic objectives these posts will report to the ADRC Director and will attend quarterly review meetings managed by both ADRC-NI and HSC R&D Division. A formal report will be submitted for review prior to attendance at each meeting.
11. Help prepare papers for publication in national and international journals and presentations at national and international conferences.
12. Undertake relevant training and professional development.
13. Carry out routine administrative tasks associated with effective research project management in order to ensure that work tasks are completed on time and within budget (including the organisation of project meetings and documentation, financial control and risk assessment relating to given research activities).
14. Read and analyse academic papers, journals and textbooks in order to keep abreast of developments in own specialism and related disciplines and contribute to idea generation.

Planning and Organising:

1. To plan for the use of research resources where appropriate.
2. To plan own day-to-day activity within framework of the agreed research programme.
3. To plan to meet deadlines for journal publications and to prepare presentations and papers for conferences.
4. To co-ordinate and liaise with other members of the research group regarding progress.
5. HSC R&D Division and ESRC annual reporting will be adhered to as standard.

Resource Management Responsibilities:

1. To ensure research resources are used in an effective and efficient manner.
2. To provide guidance as required to support staff and researchers undertaking research.

Internal and External Relationships:

1. To liaise on a regular basis with data custodians, policy and government departmental representatives named on ADRC project, academic colleagues and students.
2. To work closely with the programme manager and Public Engagement and Communications Manager to deliver impact activities from the ADRC research portfolio.
3. To build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
4. To liaise on a regular basis with fellow support officers in sister ADRCs across the UK.
5. To liaise with the Administrative Data Research Partnership.
6. To join external networks to share information and ideas.

ESSENTIAL CRITERIA:

1. A primary degree in a subject with a significant quantitative component eg in a public health, education, social and behavioural sciences, or a statistics-related subject.
2. Have or be about to obtain a relevant PhD in epidemiology, applied statistics, public health-related area, education, social and behavioural sciences, economics or a quantitative social sciences.
3. At least 3 years' recent research experience and skills relevant to this project e.g. in record linkage, database management, statistical analysis, working with large epidemiological or trial datasets.
4. Experience of data governance and issues related to data linkage.
5. Experience of using statistical packages such as SPSS or STATA.
6. Demonstrable proficiency in academic paper writing commensurate with the stage of career.
7. Ability to contribute to broader management and administrative processes.
8. Ability to work in a multi-disciplinary environment as part of a research team.
9. Sufficient breadth and depth of specialist knowledge in the discipline, and of research methods and techniques pertinent to development and analysis of linked and complex datasets.
10. Ability to deal competently with administrative tasks.
11. Excellent IT skills e.g. Microsoft Office suite.
12. Excellent organisational skills.
13. Excellent oral and written communication skills.
14. Ability to write reports and meet deadlines.
15. Good presentation skills.
16. Ability to work independently and on own initiative.
17. Access to transport and willingness to travel to meet the needs of the post or ability to meet the mobility requirements of the post.

DESIRABLE CRITERIA:

1. Masters in Statistics or similar.
2. Experience of research on large administrative datasets.
3. Experience in use of database software.
4. Practical experience of statistical techniques such as regression. and survival analysis.
5. Experience of multilevel modelling techniques.
6. Strong commitment to a career in research.