Candidate Information

Position: Research Fellow
School/Department: Centre for Public Health
Reference: 21/108834
Closing Date: Monday 7 June 2021
Salary: £33,792 per annum
Anticipated Interview Date: Monday 21 June 2021
Duration: Available for 36 months or until 30 June 2024, whichever is soonest.

JOB PURPOSE:

The post will entail working as part of a research team on an NIHR-funded project entitled: Effectiveness and cost effectiveness of an automated text message intervention for weight management in postpartum women with overweight or obesity: the Supporting MumS (SMS) Randomised Controlled Trial.

MAJOR DUTIES:

1. To be responsible for the set-up and day-to-day running of the SMS RCT including execution of study protocol, data collection (qualitative and quantitative), data entry and data management and analysis.
2. To assist with preparation and submission of ethical and research governance paperwork.
3. To work with trial sites to undertake PPI required for the trial.
4. To develop SOPs and train field workers in study procedures at all trial sites. To recruit trial participants and complete baseline and follow-up assessments.
5. To assist with maintenance of study databases. To observe the confidentiality of participant information at all times, in accordance with Data Protection legislation.
6. To draft and present regular progress reports, including interim and final report, for the research team, Trial Steering Committee, research funders and external audiences.
7. To prepare, in consultation with the research team, material for publication in national and international journals and presentations at international conferences.
8. To carry out routine administrative tasks associated with the research project to ensure that the work is completed on time. These might include for example, organisation of project meetings and documentation, financial control, risk assessment of research activities.
9. To assist with the development of applications for funding.
10. To assist with supervision of PhD, Masters and Undergraduate students who may be working on related research.
11. To read academic papers, journals and textbooks to keep abreast of developments in own specialism and related disciplines.

Planning and Organising:

1. To plan own day-to-day activity within framework of the agreed research programme. To plan to meet deadlines for journal publications and to prepare presentations and papers for conferences.
2. To coordinate and liaise with other members of the research group regarding progress.
3. To feedback and liaise with research supervisor/(s) on work progress.
4. To work with trial sites to undertake PPI required for the trial.
5. To work with local clinical research networks and GP practices to identify eligible women and organise data collection.
6. To identify avenues for recruitment and gain necessary permissions.
7. To assist with maintenance of study databases. To ensure adherence to project milestones.
8. Ensure that all study protocols and research governance guidelines are adhered to at all times.
9. Attend local team meetings, site meetings and bimonthly project management group meetings.

Resource Management Responsibilities:

1. To ensure research resources are used in an effective and efficient manner.
2. To provide guidance as required to staff and students who may be assisting with research.
3. Discuss trial progress with members of the study team, and help make decisions about ongoing delivery and dissemination of findings.

Internal and External Relationships:

1. Liaise on a regular basis with colleagues and students in QUB and other trial sites.
2. Liaise with stakeholders and PPI in the set up stage and throughout the trial.
3. Be responsible for maintaining strong relationships and positive communication channels with other key personnel, including trial sites, GP practices, participants, and other stakeholders.
4. Collaborate with local/national weight management leads/ commissioners/digital decision makers about future implementation of SMS throughout the UK.
5. To work closely with other members of the SMS team at all trial sites.

ESSENTIAL CRITERIA:

1. Have or be about to obtain a PhD in Medicine, Nutrition, Dietetics or a closely related discipline.
2. At least three years relevant experience in human nutrition, obesity or other closely related areas.
3. Experience of successful set-up, management, co-ordination and reporting of a human study.
4. Experience of undertaking (design, execution and reporting) qualitative research.
5. Experience of recruiting, retaining and engaging with participants for research.
6. Experience of conducting dietary assessment and analysis.
7. Experience of preparing ethical approval paperwork for a human study.
8. Experience using statistical software packages, e.g. SPSS or similar.
9. Excellent IT skills.
10. Excellent organisational skills.
11. Excellent inter-personal skills.
12. Evidence of ability to deal competently with administrative tasks.
13. Excellent oral and written communication skills.
14. Evidence of ability to write reports and meet deadlines.
15. Clear and confident communicator.
16. Ability to give formal presentations.
17. Ability to communicate with non-academic audiences.
18. Ability to work independently and on own initiative.
19. Ability to work outside normal hours when necessary.
20. Access to transport and willingness to travel to meet the needs of the post.

DESIRABLE CRITERIA:

1. Proven ability to work in a multi-disciplinary environment as part of a research team.
2. Recent experience in the area of maternal health.
3. Experience of working with individuals in disadvantaged communities.
4. Good publication track record commensurate with experience.
5. Experience of management of databases and statistical packages e.g.SPSS.
6. Experience of undertaking PPI as part of a research study.
7. Proven ability to participate in or initiate collaborative research.
8. Evidence of having co-ordinated a human research project from inception to successful completion.
9. Strong commitment to a career in research.