

## Candidate Information

<b>Position:</b>	Research Fellow, Northern Ireland Cerebral Palsy Register
<b>School/Department:</b>	Nursing and Midwifery
<b>Reference:</b>	21/109008
<b>Closing Date:</b>	Monday 16 August 2021
<b>Salary:</b>	£33,797 - £40,322 per annum.
<b>Anticipated Interview Date:</b>	Week Commencing Monday 30 August 2021
<b>Duration:</b>	Available until 31 March 2023

### JOB PURPOSE:

To maintain and support the Northern Ireland Cerebral Palsy Register (NICPR). To be an active member of the research team assisting in (1) planning and delivery of NICPR activities, (2) patient and public involvement activities, and (3) development of research proposals related to the NICPR.

### MAJOR DUTIES:

1. Maintain timely and accurate confidential notification to the Northern Ireland Cerebral Palsy Register which will involve liaising with healthcare professionals across Northern Ireland on a monthly basis and facilitating notification by undertaking additional database searches.
2. Organise and facilitate the collection of additional clinical data for children with cerebral palsy aged five years. This will include travel across Northern Ireland to facilitate or undertake data collection with medical, allied health and nursing professionals.
3. Keep accurate, up-to-date and confidential written and computer records of registry data, and associated administrative data, in compliance with approved ethical and governance procedures, University regulations and the General Data Protection Regulations.
4. Undertake regular quality assurance checks on the data gathered including completing missing information and checking the accuracy of data.
5. Facilitate reporting of deaths and emigration by linking with the Business Services Organisation, Northern Ireland.
6. Prepare regular statistical reports for presentation and publication under the supervision of, and in collaboration with, the NICPR team. This will include obtaining reports of population statistics for Northern Ireland, compiling prevalence rates and simple tabulations of data of children with cerebral palsy.
7. Contribute to the development of research based upon the NICPR which will include assisting the Principal Investigators in the preparation of funding proposals and applications to external bodies and facilitating other researchers to use the register as a sampling frame
8. Organise meetings of the NICPR Advisory Committee and provide progress reports.
9. Represent the NICPR at national and international meetings including the Surveillance of Cerebral Palsy in Europe (SCPE)
10. Prepare, often in consultation with supervisor, material for publication in national and international journals and presentations at international conferences
11. Contribute to patient and public involvement, stakeholder engagement and dissemination of NICPR-related activities and research locally, nationally and internationally.
12. Maintain and update the NICPR website and information materials for parents and professionals on a regular basis.
13. Contribute to the continuing professional development of healthcare professionals in Northern Ireland in relation to children with cerebral palsy which will involve circulating current research papers, presenting data and organising local conferences and study days.
14. Carry out occasional student supervision, demonstrating or lecturing duties within the post holder's area of expertise and under the direct guidance of a member of academic staff.
15. Maintain a complete and up-to-date bibliographic database on epidemiology and good practice in clinical care of people with cerebral palsy which can be used as a resource for the team, other professionals, researchers and parents.

**Planning and Organising:**

1. Plan for and set research objectives from 1-6 months in advance as agreed by NICPR team.
2. Plan for the use of NICPR resources as appropriate and within budget.
3. Plan own day-to day activity within agreed framework.
4. Coordinate and liaise with other members of the research group over work progress.
5. Meet regularly with the Principal Investigators to discuss and monitor progress in relation to goals and targets set by the NICPR team
6. Meet regularly with the Consultant Paediatrician to the NICPR to update and validate NICPR records.

**Resource Management Responsibilities:**

1. Manage own research and administrative demands under supervision of line manager.
2. Ensure research resources are used in an effective and efficient manner.
3. Provide guidance as required to other staff and any students who may be assisting with research.
4. Assist in the development of skills and competence of others.

**Internal and External Relationships:**

1. Collaborate with other staff within the School of Nursing and Midwifery and across the University (including the Centre for Evidence and Social Innovation).
2. Build internal contacts and participate in internal networks for the exchange of information and to form relationships for future collaboration.
3. Join external networks to share information and ideas
4. Contribute to the School's outreach programme by establishing links with local community groups, industries etc.

**ESSENTIAL CRITERIA:**

1. Normally have, or be about to obtain, a relevant PhD eg nursing, midwifery, epidemiology, psychology or allied health.
2. At least 3 years relevant research experience in child health, paediatrics, cerebral palsy or disability.
3. Experience in management and analyses of large quantitative datasets (using relevant software e.g. SPSS or STATA).
4. Experience of preparation and writing of scientific reports and a publication track record commensurate with stage of academic career.
5. Demonstrable experience of successful project management and compliance with relevant governance and quality standards.
6. Willingness to contribute to development of research proposals and external grant funding.
7. Experience of working with paediatric healthcare teams in a clinical setting.
8. Ability to contribute to broader management and administrative processes.
9. Contribute to the School's outreach programme by links with industry, community groups etc
10. Ability to assess and organise resources.
11. Willingness to undertake additional training in research methods, statistical analyses and other related skills as required.
12. Ability to communicate complex information clearly.
13. Ability to communicate sensitively with parents and carers.
14. Ability to build contacts and work with healthcare professionals across Northern Ireland and elsewhere.
15. Demonstrable intellectual ability.
16. Demonstrate understanding and sensitivity to the issues of managing confidential information.
17. Evidence of being able to work flexibly and to meet deadlines.
18. Willingness to be supervised and work as part of a team.
19. Willingness to travel around Northern Ireland and occasional travel outside Northern Ireland as required.
20. Ability to fulfil the mobility requirements of the post.
21. This role has the potential to involve regulated activity and if so a satisfactory Enhanced with Barred List Criminal History check will be required prior to the regulated activity commencing.

**DESIRABLE CRITERIA:**

1. Experience of working in a multidisciplinary research team.
2. Experience of management and analyses of population datasets.
3. Experience of working with children in a clinical setting.
4. Experience of successfully organising events/conferences.
5. Current valid driving licence and access to a car or ability to meet the mobility requirements of the post.