



## 1 Advertisement

**Post Title:** Senior Research Methodology Advisor

**School/department:** Health Research Partnership/BSMS/

**Hours:** up to 1.0 FTE. Requests for flexible working, including working from home options will be considered (subject to business need).

**Location:** Falmer, United Kingdom

**Contract:** Temporary for 3 years in first instance

**Reference:** 21814

**Salary:** Starting at £45,585 to £54,395 per annum, pro rata if part time

**Placed on:** 09 October 2023

**Closing date:** 25 October 2023. Applications must be received by midnight of the closing date.

**Expected interview date:** To be confirmed

**Expected start date:** 1 February 2024

The Brighton and Sussex Health Partnership (HRP) was established by Brighton and Sussex Medical School (BSMS) in 2022. It brings together academic and NHS partners across Sussex to develop shared research infrastructure, capacity and collaborations, and align priorities and strategies across the partners to build a shared, unique profile for health and care research in Sussex.

This new post is an exciting opportunity to contribute to the HRP's development of early career health and care researchers. We are seeking to appoint somebody with a personal track-record of success in health and care research with diverse experience of research advising who can provide methodological and statistical support to early career researchers, to enhance the quality of research proposals, increase funding success rates and build research skills.

The ideal candidate will have knowledge and expertise of areas such as clinical research & trial design, qualitative methods, statistical methods and data analysis and will be able to support, advise and add value to applications from a range of health & care areas, will have a proactive, positive and flexible attitude and exceptional communication skills.

The successful candidate will work closely with the Brighton and Sussex Clinical Trials Unit, the Joint Clinical Research Office, expert statisticians based at the Medical School and with clinical colleagues-based at University Hospitals Sussex NHS Foundation Trust and other local NHS provider organisations.

Please contact Virginia Govoni, Head of Health Research Partnership at [v.govoni@bsms.ac.uk](mailto:v.govoni@bsms.ac.uk) for informal enquiries.

The University is committed to equality and valuing diversity, and applications are particularly welcomed from women and black and minority ethnic candidates, who are under-represented in academic posts in Science, Technology, Engineering, Medicine and Mathematics (STEMM)

at Sussex.

For full details and how to apply see our [vacancies page](#)

[www.brighton.ac.uk/jobs](http://www.brighton.ac.uk/jobs)      [www.bsms.ac.uk](http://www.bsms.ac.uk)

*The University of Sussex values the diversity of its staff and students and we welcome applicants from all backgrounds.*

**Please note: The University requires that work undertaken for the University is performed from the UK.**

## 2. The School / Division

Please find further information regarding the school/division at [Brighton and Sussex Health Research Partnership - BSMS](#)

## 3. Job Description

Job Description for the post of: **Senior Research Advisor/Methodologist**

**Department:** Health Research Partnership – Clinical Academic Training Office

**Section/Unit/School:** BSMS

**Location:** Brighton, United Kingdom.

Hybrid working, BSMS, University of Sussex and Brighton campuses and University Hospitals Sussex (Brighton)

**Grade:** 8

**Responsible to:** line managed by Head of HRP with support from HRP Academic Director.

**Responsible for:** NA

**Key contacts:** Head of HRP and HRP Academic Director, Leads for Integrated Academic Training programme, Leads for NMAHP training, Clinical Trials Unit Director, Head Research Nurse, Medical Director, Clinical Research Leads, Recruitment & Human Resources, Trials Pharmacist, Head of Information Governance, Head of Audit and Safety, Research Active Staff, Health Records Manager, Patient Safety Manager, Service Managers, Professor of Medical Statistics.

**External:** Funding Bodies and Sponsors

The postholder will be supported and guided by Professor of Medical Statistics and will be embedded in the research support team as part of the new Sussex Health & Care Research Training Hub, a key objective of the HRP in order to support multi-professional and diverse research capacity building and training across the partnership.

## 4. Person Specification

**Role description:**

The post holder will work with early career (pre-doctoral) health and care staff as they seek to take the first steps in developing their research careers. Typically, these are medical doctors or other health care professional groups developing research projects towards, for example, fellowship applications. The post holder will provide general methodological and statistical advice in the design and conduct of clinical research including use of observational data, quasi-experimental and experimental designs, systematic-reviews and meta-analyses. They will work with colleagues as required and direct where necessary to specific training opportunities. The post holder will help increase the quality of applications for nationally competitive, peer reviewed funding streams, social care and public health organisations and fellowships. They will input on proposal sections including sample-size estimates, power calculations, analysis plans and timelines. They will advise on the development of study protocols. Working with colleagues they will support the delivery of Statistics Clinics or ad hoc support as necessary ahead of preparing grants applications. They will contribute to the development of training materials for workforce research development. Researchers will still be advised to contact the Research Support Services for additional support and advice if relevant to their applications.

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**PRINCIPAL ACCOUNTABILITIES**

- Via the Sussex Health & Care Research Training Hub, liaise with equivalent roles at partner NHS Trusts and academic institutions and their research leads to facilitate communication and streamline procedures for advice and support associated with multi-professional research training and development.
- Support relevant events and activities for the successful set up and delivery of the hub
- Work with HRP partner organisations clinical research training and support leads to:
  - Maximise the pipeline of clinical academic training opportunities relevant to the priorities of HRP partner organisations
  - Promote clinical academic training opportunities across the HRP
  - Ensure high quality support to trainees
  - Ensure feedback is routinely captured to improve the service
  - Record training activities and outcomes
  - Capture the impact of training activities
- Provide information, subject matter knowledge, advice and guidance on the range of services and activities within the specified area.
- Assess queries and potential issues, advising on solutions and linking with relevant operational teams. Using knowledge and experience to solve more complex problems directly where possible.
- Develop and maintain effective relationships to engender confidence and trust in the advice provided.

## KEY RESPONSIBILITIES

- To plan and deliver high quality statistical and research design support to researchers applying for grants and fellowships. This will include:
  - Providing advice and support in relation to systematic reviews and literature searching, advice on methodology and analysis plans
  - Signpost researchers and trainees to appropriate advice and training opportunities across the HRP and outside as applicable
- Participate in the local multidisciplinary Pre-Sponsorship Review Panel, to review applications submitted and provide methodological advice
- Confidently advising fellows, line managers and staff members, using appropriate methods of communication tailored to the audience answering straightforward questions or researching regulations, policies, and interpreting procedures to answer more complex questions, or redirecting as appropriate,
- Role model exemplary behaviours and knowledge to other team members and stakeholders.
- Develop and maintain productive and collaborative relationships with fellows, managers, colleagues, and other service areas demonstrating professional credibility
- Develop and maintain an in-depth understanding of the area within which the role operates and the work of relevant external agencies, service providers, employers and training providers.
- Research areas of enquiry to ensure appropriate advice is given and give advice to other team members where necessary.
- Keep up to date information regarding developments in practices and legislation within relevant areas and share knowledge within the team.
- Support senior colleagues, where appropriate, in educating and developing the knowledge and understanding of users about the services provided so as to promote self-service and self-reliance.
- Produce high quality, up to date accurate information on relevant subject areas for publications and web pages.
- Maintain and update information systems in line with the Data Protection Act and ensure accurate recording of query types and suggest ideas for improvement.
- Provide advice on ongoing projects and how they might affect service users, using existing and learned knowledge and expertise.
- To carry out any other duties that are within the employee's skills and abilities whenever reasonably instructed.

## Dimensions

- This role does not have budget responsibility.
- This role does not have any line management responsibility.
- This role may have responsibilities for equipment or premises.
- The post holder reports to the Head of Health Research Partnership with respect to their day-to-day role specific objectives and responsibilities, working under comprehensive direction within a clear framework the post holder will manage their own work and achieve their agreed objectives.
- They will be managed by the Academic Director of the HRP who has oversight of the development of the CATO to ensure alignment with HRP aims, supported by Professor of Medical Statistics at BSMS and the Director of the Clinical Trials Unit.

- The post holder is expected to work collaboratively across the Universities and NHS partners with key stakeholders to deliver single team working that efficiently and effectively supports the achievement of those goals and objectives.
- Support achievement of the Institution's compliance with all applicable statutory and regulatory compliance obligations, including (but not limited to): Health & Safety, the Prevent Duty, data protection, Competition and Markets Authority requirements and equal opportunities, as appropriate to the grade and role. Additionally, to promote good practice in relation to University policy, procedure and guidance in relation to those compliance matters in respect of students, staff and other relevant parties.

This Job Description sets out current responsibilities of the post that may vary from time to time without changing the general character of the post or level of responsibility entailed.

## **PERSON SPECIFICATION**

### **ESSENTIAL CRITERIA**

1. PhD or equivalent professional qualification and experience in a relevant subject area (i.e. clinical research, statistics, epidemiology).
2. Broad expertise in design, analysis and reporting of health studies
3. Evidence of contributions to successful research funding applications
4. Excellent oral and written communication skills with the ability to present complex technical messages in a way that can be understood a non-expert audience.
5. Excellent time management and organisational skills, including project management and ability to oversee a number of projects.
6. Well-developed interpersonal skills with the ability to quickly build rapport, effectively influence, persuade and negotiate in area of expertise, effectively contribute to team working to build and develop working relationships, and work with external professional subject area networks
7. Analytical skills with the ability to generate effective solutions and make effective decisions
8. Effective IT Skills on Microsoft office platform.

### **DESIRABLE CRITERIA**

1. Experience in a similar role.
2. Extensive experience working in a university or similar environment.
3. Experience of coordination, planning and delivery of research method training
4. Knowledge of costs associated with a research study