**Job Description**

This form is used to provide a complete description of the specific job and defines the required skills, knowledge, behaviours, qualifications and experience.

# Section A: Job Profile

The job profile provides key information relating to the salary and working conditions e.g. location of a job, along with the current focus of the role and a brief description of the main duties.

## Job Details

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| Job Title: | Local Authority Research Practitioner (LARP) |
| Salary: | £35,745 to £38,223 |
| Grade: | G10 |
| Hours: | 37 per week, fixed term for two years – we are open to discussions about flexible working |
| Team: | Public Health |
| Service Area: | Public Health |
| Primary Location: | County Hall, Oxford |
| Budget responsibility: | None |
| Responsible to: | Head of Research |
| Responsible for: | Supporting the development and implementation of Oxfordshire County Council research strategy, and the expansion of the local and national NIHR public health research portfolio. |

**Job Purpose**

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| 1.**Key objectives of the appointment**  This is a hugely exciting opportunity for the successful applicant to join a growing research team at Oxfordshire County Council (OCC). This full-time, fixed term role will have three main areas of responsibility:   1. Support and champion the delivery of policy-relevant research that matters to residents, and the development and implementation of OCC’s research strategy, focusing on improving the health and wellbeing of people in Oxfordshire and tackling inequalities. 2. Help to create a culture of research at OCC where officers and councillors understand what research is and why it matters to the council. 3. Contribute to public health research capacity and capability development regionally and nationally through research dissemination, and being part of the NIHR RSS Specialist Centre of Public Health (SCPH), University of Southampton and Partners, and the Local Authority Research Practitioner (LARP) network, including sharing best practice, linking with engagement leads, and supporting the evaluation of the LARP role.   This unique post is jointly funded by OCC and the NIHR RSS Specialist Centre for Public Health delivered by the Universities of Newcastle and Southampton. As such, it provides opportunities to shape public health research both locally and nationally.  Locally, the post holder will support public health research capability and capacity development at OCC and across Oxfordshire. This will include working with officers, councillors and system partners (Oxfordshire’s universities, academic networks, hospitals, communities, and district councils) to co-develop and implement OCC’s research strategy.  The council’s research strategy is expected to involve four areas of activity:   1. Embedding research within OCC, including protocols and governance, training, and HR 2. Working with communities and residents, including supporting the growth of Oxfordshire’s Community Research Network and the development of community-led research in Oxfordshire 3. Supporting a place-based approach to research across Oxfordshire. This will include:    * working with and influencing Oxfordshire’s universities to deliver research programmes such as those aimed at supporting graduate students to tackle local policy-relevant research questions (the Local Policy Lab)    * working with and reporting to relevant partnership boards and groups such as the Health and Wellbeing Board, the Oxfordshire Place-Based Partnership, and the Oxfordshire Inclusive Economy Partnership 4. Delivering research, including supporting and leading grant applications and research projects, publishing academic papers, and leading on research dissemination.   Under the first area, the postholder will be supported by the Head of Research and the Deputy Director of Public Health (who line manages the Head of Research) to support training development, research project identification, grant writing, and council research governance processes (including working with the council’s Research Governance Group and Strategy Board).  The postholder will also provide key support for the other strategic areas, including helping to run the Oxfordshire Community Research Network (OCRN - a network of volunteer and community organisations, research public involvement leads, and NHS organisations working together to support the development and prioritisation of community research) and the Local Policy Lab.  The post will be based in the OCC Public Health Team, line managed by the Head of Research and supported by the Deputy Director of Public Health. This will give the post holder the opportunity to influence public health and council leadership decision-making through the new OCC Research Strategy Board that reports into both the Public Health Directorate Leadership Team and the Council Management Team.  In their work for the NIHR RSS Specialist Centre for Public Health, the postholder will use their applied public health knowledge, skills and experience to support funding ideas and applications for projects, programmes, and fellowships. This may be through one-to-one discussions or as part of more formal funding support meetings with other RSS staff. They will also contribute to the wider development of capabilities and capacity of research in non-clinical settings. This may include early discussions with prospective researchers / early-career researchers about what research is and contributing to training and development opportunities for researchers from non-clinical settings. They will also support their wider development of the Specialist Centre for Public Health, such as the development of supporting materials for research in non-clinical settings and helping with communications.  **2.The employing organisation and other organisations within the scope of the work**  Oxfordshire County Council is an upper tier local authority with responsibility for areas including public health, education, social services, highways, walking and cycling, and fire and community safety. It works closely with the city and district councils; voluntary sector, Local Enterprise Partnership, and many other organisations to address the needs of the local population.  Oxfordshire County Council is co-terminus with the Oxfordshire Place-Based Partnership who are within the Buckinghamshire, Oxfordshire and Berkshire West Integrated Care Board with whom it has close working relations. Acute and Maternity Services are provided locally by Oxford University Hospitals NHS Foundation Trust whilst community and mental health services are provided by Oxford Health NHS Foundation Trust. Health Protection Advice is provided by UKHSA Thames Valley Health Protection Team (Southeast) based in Chilton, Oxfordshire.  Oxfordshire is also home to two world-renowned academic institutions, the University of Oxford and Oxford Brookes University. Oxfordshire County Council works with or are part of a number of relevant local and regional academic networks and collaborations including: the NIHR Applied Research Collaboration Oxfordshire and Thames Valley, NIHR Clinical Research Network Thames Valley and South Midlands, Health Innovation Oxford and Thames Valley, and the NIHR Research Support Service, Specialist Centre for Public Health.  3. **Public Health Arrangements**  Current staffing of the Department/Directorate of Public Health  Current Structure Chart Attached:  The postholder will not have any direct management responsibility but will be expected to work with staff from across different Directorates in the council, especially Public Health.  3.1 Training and Development  The postholder will also be expected to identify development areas and take part in local development opportunities. They will be part of the NIHR RSS Specialist Centre for Public Health network and will benefit from bespoke training and development and national networking activities. Educational activities are given a high priority. |
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## Job Responsibilities

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| **The post-holder will:**   * Support and champion the delivery of policy-relevant research that matters to residents, and the development and implementation of OCC’s research strategy. * Help to create a culture of research at OCC where officers and councillors understand what research is and why it matters to the council. * Contribute to research capacity and capability development outside of Oxfordshire through research dissemination, and contributing to the RSS Specialist Centre of Public Health (SCPH) and the LARP network (including sharing best practice, linking with engagement leads, and supporting the evaluation of the LARP role)   **Research culture, capability and capacity**   * Work with local higher education institutions (HEIs), research infrastructure such as the NIHR Applied Research Collaboration, and the SCPH to identify existing opportunities to develop a research training offer for officers, councillors and communities. This will cover everything from understanding why research matters to OCC through to being a lead investigator. * Work with council staff to help identify opportunities where research evidence could support decision-making, identify potential research projects, facilitate HEI partnerships, and support writing of grant applications. * Provide support for the new Research Strategy Board to oversee the council’s research strategy. * Create a central council system to record and share research activity. * Co-facilitate re-auditing of research skills and capacity across the council to identify the current level of capacity and capability to engage with research.   **Placed based approach to research and community involvement**   * Support the management and coordination of the Oxfordshire Community Research Network to deliver its aims. * Support development of a place-based approach to research, working with the Local Policy Lab Steering Group. This is a group of senior academics and council staff working to develop closer relationships between HEIs and councils in Oxfordshire.   **Delivering policy-relevant research that matters to residents**   * Analyse, evaluate and interpret data and critically appraise research evidence from a range of sources to inform the development and review of public health research priorities. * Support the presentation and communication of public health and research data in a way that promotes understanding of complex issues, to a wide range of audiences that influences decision-making and supports community engagement. * Support the commissioning of public health research and draw insights from research to support the development and improvement of public health and other health and wellbeing services. * Support ethics application development * Conduct literature reviews, and quick qualitative and quantitative in-house studies for decision making and grant writing. * Support and foster integration of public health research, climate change, economic improvement and health and social care delivery.   **Managing Self, People and Resources**   * Manage a varying and unpredictable workload to meet the needs of the Directorate/organisation. * Participate in continuing professional development in accordance with an agreed personal development plan. * Contribute specialist knowledge and information, including interpreting and communicating key public health and research messages, to a wide range of audiences including councillors, health professionals and the public.   **Collaborations and Partnerships**   * Actively promote, support and contribute to the activity of the SCPH. * Contribute to the sharing of best practice across Local Authorities as part of a LARP network as well as within OCC * Link with Public Health Engagement Leads (PHELs). * Undertake regular reporting to OCC and the SCPH (Newcastle and Southampton Universities and partners) to support the evaluation of the LARP roles and demonstrate impact on research capacity and capability in Local Authorities. * Promote equality, diversity, community involvement and engagement in research both within and outside OCC and in line with OCC research governance guidelines. * Join the peer-to-peer Thames Valley and South Midlands Public Health Research Network (consisting of representation from local government, OHID, UKHSA and academia) to learn from other areas of applied public health research and to disseminate activities.   **Specific responsibilities related to the RSS SCPH**   * Use applied public health knowledge, skills and experience to support funding ideas and applications for projects, programmes, and fellowships. This may be through one-to-one discussions or as part of more formal funding support meetings. * Specifically provide input on contextual factors and considerations about   + working in a political environment,   + involving vulnerable and underserved communities, or with particular considerations around inequalities,   + working in financially constrained settings,   + understand the relative roles, opportunities, and system leavers in local government and wider decision-making structures, including policy and strategy contexts   + the role and relevance of different local or public health stakeholders, for example, ICBs, UKHSA, local businesses, VCSE groups etc, * To contribute to the wider development of capabilities and capacity of research in non-clinical settings. This may include:   + early discussions with prospective researchers / early-career researchers about what research is and signposting to initial funding or training opportunities,   + contributing to training and development opportunities for researchers from non-clinical settings, * To contribute to the development of the SCPH, this includes:   + attending SCPH meetings where appropriate   + contributing to the training and development of non-public heath SCPH advisors and staff,   + supporting SCPH marketing and communications, including the identification and promotion of the SCPH to non-clinical settings outside of local government, for example, prisons, detention centres, community settings (particularly for community-led research), and non-maintained schools,   + development of additional supporting materials for research in non-clinical settings such as guidance on what is meant by research, when and how to engage with local ethics processes, and generic governance documentation,   + advice to the wider SCPH team on local authority contexts and needs in relation to research development   **Physical Skills, Physical Effort and Mental Effort**   * To be competent in using a keyboard and basic IT packages. * May be required to lift and move public health research materials to public venues   **Code of Conduct**   * Post holders are expected to comply with organisational schemes of delegation, standing financial instructions, policies, procedures and guidelines.   **Equality and Inclusion**   * The organisation is committed to an equality, diversity and inclusion framework which affirms that all staff should be afforded equality of treatment and opportunity in employment irrespective of age, disability, gender, marital status, pregnancy/maternity, race, religion or belief, sex and sexual orientation. All staff are required to observe this policy in their behaviour to other employees and service users/residents.   The post holder may be required to work at any establishment at any time throughout the duration of the contract, normally within the location of Oxfordshire. Currently the main base for the public health team is at County Hall in the centre of Oxford.    Any other duties as may be deemed necessary to carry out the full remit of the role. |

# Our Values

Our organisational values underpin everything we do and say and are supported by policies, processes and guidance. In short, our values describe ‘the way we do things here’ so that we deliver great services for our residents. Our values are:

* Always learning
* Be kind and care
* Equality and integrity in all we do
* Taking responsibility
* Daring to do it differently

Everyone that works for us demonstrates their commitment to these values. We will ask you to demonstrate your commitment to these values, and their associated behaviours, throughout the application process.

# Section B: Selection Criteria

This section provides a list of essential and desirable criteria that detail the skills, knowledge, behaviours, qualifications and experience that a candidate should have in order to perform the job. The selection criteria provide a list of essential (no more than 8-10) and desirable criteria (no more than 4). The criteria are aligned to our [corporate values](https://www.oxfordshire.gov.uk/council/about-your-council/working-oxfordshire-county-council/county-council-values).

Each of the criteria listed below will be measured through; the application form (A), a test / exercise (T), an interview (I), a presentation (P) or documentation (D).

You must provide a supporting statement as part of your application which includes examples and evidence of when you have demonstrated the criteria listed below. You will be expected to address each point separately and, in the order, listed. If you do not complete a full supporting statement in the requested format your application may be rejected.

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| Essential Criteria | Assessed By: |
| Education or equivalent experience to a graduate level that includes applied research in health, public health, or similar | A / D |
| Understand the UK public health research landscape | A / I |
| Understanding of information governance, confidentiality, and ethics as applied to data sharing and to research | A / I |
| An understanding of the local government environment | A / I |
| A good understanding of study designs and methodologies, including those used in prevention and population studies | A / I |
| Proven written and verbal communication and presentation skills | A / I / P |
| Proven abilty to work as part of a multi-disciplinary team | A / I |
| Knowledge and experience of using both quantitative and qualitative data and research methods | A / I / P |
| Broad understanding of epidemiology and statistics and of the evidence base regarding the wider determinants of health and their relationship to health and inequalities. | A / I |
| Knowledge and experience of IT and statistical packages (for example, excel, PowerPoint, Stata, R) and reference management (for example, Endnote) software | A / I |
| Experience of undertaking comprehensive/systematic reviews of the health and related topics literature | A / I |
| Evidence of displaying the Council’s values and behaviours in all that you do:   * Always learning – We create an environment that enables people to grow and develop; we seek feedback, we act on it; we always look to be even better; learning from our mistakes. * Be kind and care - We value our staff; we respect and treat everyone with understanding and compassion; we care not just for our customers but each other. We take care of our own and others well-being. * Equality and integrity in all we do - We embrace equality, diversity and inclusion, valuing the difference in others. We always act with integrity, working in honest, ethical and supportive ways, building effective relationships; we trust each other to do what we promise. * Taking responsibility - We hold ourselves accountable, take responsibility for what and how we deliver; we give and seek to be empowered to make a difference; we actively contribute to delivering the best for all. * Daring to do it differently - We innovate, we look to do things differently and improve the way we do things every day; we're not satisfied with the status quo and work creatively to solve problem. | I/A |
| Working knowledge of legislation relating to Equal Opportunities | A / I |
| Understand application of Public Involvement and Community Engagement (PICE) and Equality, Diversity and Inclusion (EDI) in research. | A / I |
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| Desirable Criteria | Assessed By: |
| Knowledge and experience of working with health, public health, and social services databases and information systems | A / I |
| Experience of independent work in a research environment | A / I |
| Experience of applying for research funding | A / I |
| Academic track record, such as publishing in peer-reviewed journals or presenting at conferences | A / I |
| Experience of the process of applying for approval from research ethics committees | A / I |
| Experience of working with or in Local Authorities, or in a political environment | A / I |
| Experience of taking an inclusive approach to working with diverse communities and members of the public to develop, deliver and disseminate research | A / I |
| Evidence of organising training for different audiences |  |
| Evidence of infliuencing senior members and delivering change |  |
| Project management skills and experience |  |

# Section C: Pre-employment Checks

All appointments are subject to standard pre-employment screening. This will include identity, references, proof of right to work in the UK, medical clearance and verification of certificates. Further information can be found here [Pre-employment checks](https://www2.oxfordshire.gov.uk/cms/content/support-attending-interviews)

Additional pre-employment checks specific to this role include:

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|  | Enhanced Disclosure and Barring Service check with Children’s and Adults Barred List |  | Enhanced Disclosure and Barring Service check without [an Adult/Children’s barred list check](https://intranet.oxfordshire.gov.uk/cms/content/safer-recruitment-and-disclosure-and-barring-service-checks#enhanced-dbs-check-without-an-adult-childrens-barred-list-check) |
|  | Enhanced Disclosure and Barring Service check with Children’s Barred List |  | Enhanced Disclosure and Barring Service check with Adults Barred List |
|  | Standard Disclosure and Barring Service check |  | Basic Disclosure |
|  | Disqualification for Caring for Children (Education) |  | Overseas Criminal Record Checks |
|  | Prohibition from Teaching |  | Professional Registration |
|  | Non police personnel vetting |  | Disqualification from Caring |
|  | Other (please specify): |  |  |

# Section D: Working Conditions

This is a guide to the working conditions and the potential hazards and risks that may be faced by the post-holder.

## Health and Safety at Work

You are responsible for your own health, safety and wellbeing, and undertaking health and safety duties and responsibilities for your role as specified within Oxfordshire County Councils Health and Safety Policy.

The potential significant hazard(s) and risk(s) for this job are identified below (those ticked).

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|  | Provision of personal care on a regular basis |  | Driving HGV or LGV for work |
|  | Regular manual handling (which includes assisting, manoeuvring, pushing and pulling) of people (including pupils) or objects |  | Any other frequent driving or prolonged driving at work activities (e.g. long journeys driving own private vehicle or WCC vehicle for work purposes) |
|  | Working at height/ using ladders on a regular/ repetitive basis |  | Restricted postural change – prolonged sitting |
|  | Lone working on a regular basis |  | Restricted postural change – prolonged standing |
|  | Night work |  | Regular/repetitive bending/ squatting/ kneeling/crouching |
|  | Rotating shift work |  | Manual cleaning/ domestic duties |
|  | Working on/ or near a road |  | Regular work outdoors |
|  | Significant use of computers (display screen equipment) |  | Work with vulnerable children or vulnerable adults |
|  | Undertaking repetitive tasks |  | Working with challenging behaviours |
|  | Continual telephone use (call centres) |  | Regular work with skin irritants/ allergens |
|  | Work requiring hearing protection (exposure to noise above action levels) |  | Regular work with respiratory irritants/ allergens (exposure to dust, fumes, chemicals, fibres) |
|  | Work requiring respirators or masks |  | Work with vibrating tools/ machinery |
|  | Work involving food handling |  | Work with waste, refuse |
|  | Potential exposure to blood or bodily fluids |  | Face-to-face contact with members of the public |
|  | Other (please specify): |  |  |

28 August 2024