

## JOB DESCRIPTION

**POST:** Research Associate

**GRADE:** AFC Band 6

**HOURS:** Full time - 37.5 hours per week

**DURATION:** Permanent

**LOCATION:** Tavistock Centre

**RESPONSIBLE TO:** Director of Research & Development

**ACCOUNTABLE TO:** The Chief Executive

### JOB SUMMARY:

This is an evolving and challenging role with a varied, interesting and developing workload. It is an ideal post for someone who has a keen interest in research and who is creative and adaptable. The post holder will be required to work in a flexible way to assist the directorate in meeting its targets and to provide research input in relation to a number of activities e.g., assisting with grant applications, data collection, literature reviews, analysing and writing up exiting datasets, and supporting ongoing externally funded studies.

The successful applicant will be based at the Tavistock Centre and will work in the [Research and Development Unit](#) alongside a multi-disciplinary academic team engaged in a range of externally funded research projects. Research is currently an expanding area of Trust activity and the role is likely to develop and evolve accordingly. Most of our work is focused on children and young people's mental health and development, although we are interested in mental health and wellbeing across the life-course. Examples of funded projects include: the NIHR PPC study ([Personalised Programmes for Children](#)), the NIHR LOGiC study ([Longitudinal Outcomes of Gender Identity Development in Children](#)) and the [Primary Sclerosing Cholangitis Wellbeing Study](#).

We are therefore looking to appoint an experienced and motivated researcher who enjoys the flexibility of working across multiple projects and will be able to bring their own skills and enthusiasm to our hard-working and dedicated team.

### THE TRUST:

The Tavistock & Portman NHS Foundation Trust is a specialist and community based Mental Health Trust with a national remit for Training and Education of the Mental Health workforce.



The Trust is committed to improving mental health and emotional wellbeing, believing that high quality mental health services should be available for all who need them.

The Trust makes its contribution through:

- Providing relevant and effective clinical services for children and families, young people and adults, ensuring that those who need our services can access them easily;
- Providing training and education aimed at building an effective and sustainable NHS and Social Care workforce and at improving public understanding of mental health;
- Undertaking research and consultancy aimed at improving knowledge and practice and supporting innovation;
- Working actively with stakeholders to advance the quality of mental health care.

#### **RESEARCH AND DEVELOPMENT:**

The Trust has a national and international reputation in research and is involved in undertaking a number of major research studies in collaboration with the Trust's university partners. In addition, the Trust has a thriving programme of Doctoral research across a number of disciplines. The R&D Unit is currently leading on two large scale NIHR funded research studies, the PPC (Personalised Programmes for Children) study and the LOGIC (Longitudinal Outcomes of Gender Identity Development in Children) study.

#### **MAIN DUTIES OF THE POST:**

- Supporting and contributing to the research activity of the Directorate as required. This might involve:
  - the supporting of ongoing externally funded studies, including data collection;
  - the preparation of research papers for publication
  - the organisation of data storage, data management and analysis of data;
  - the conduct of literature reviews and the assistance of knowledge development of the Trust;
  - the compilation and presentation of research reports;
  - the supporting of research grant applications and applications for ethical approval
- Predicting and planning a proactive response to any obstacles to achieve targets.
- Supervision of staff as agreed with the Director of R&D.
- Preparation of data, presentations and publications for academic and non-academic stakeholders.

These key responsibilities are not intended to be exhaustive but simply highlight a number of tasks which the post holder may be reasonably expected to undertake. Applications for this position are invited from candidates who ideally will have experience of working within or managing team research projects in mental health or psychology as well as excellent communication skills. Candidates should be familiar with research and academic environments, and have experience in project management and have exceptional organisational and interpersonal skills.

### **CONFIDENTIALITY**

All information concerning patients/clients and staff must be treated as strictly confidential at all times. Policies governing Trusts confidentiality processes are available on Intranet.

### **CODE OF CONDUCT**

As an employee of the Trust you are expected to comply with the code of conduct for employees at all times, and any breach of it whilst in practice will be investigated by the Trust.

Copies of the code of conduct can be obtained the intranet.

### **VALUING DIVERSITY**

It is the aim of the Trust to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital/partnership status, race, religion, age, creed, colour, ethnic origin, disability, part time working status and real or suspected HIV/AIDS status and is not placed at a disadvantage by conditions or requirements which cannot be shown to be justifiable. Please also refer to the Trust's Equal Opportunity policy.

### **HEALTH & SAFETY**

All staff must comply with Trusts Health & Safety Policies and Procedures and it is the responsibility for all staff to promote safeguarding and wellbeing. Staff must be aware of the responsibilities placed on them under the Health and Safety at Work Act (1974), and to ensure that agreed safety procedures are carried out to maintain a safe environment for employees, patients and visitors.

### **NO SMOKING POLICY**

There is a smoke free policy in operation in the Trust. In accordance with this policy smoking is positively discouraged and is not permitted anywhere within the buildings, on the premises or grounds.

Support is provided for staff members who wish to stop smoking.

### **RISK MANAGEMENT**

All Trust employees are accountable, through the terms and conditions of their employment, professional regulations, clinical governance and statutory health and safety regulations, and are responsible for reporting incidents, being aware of the risk management strategy and emergency procedures and attendance at training as required.

All staff have a responsibility to manage risk within their sphere of responsibility. It is a statutory duty to take reasonable care of their own safety and the safety of others who may be affected by acts or omissions.

### **SAFEGUARDING**

The Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults. All staff are expected to implement the Trusts' Safeguarding policies and



procedures, act promptly on concern, communicate effectively and share information appropriately.

### **MANDATORY TRAINING**

The post-holder will also be required to attend mandatory training events as set out in the Trusts Staff Training Policy which includes attendance at induction and ongoing training in fire safety, health and safety, infection control, risk management, safeguarding children and to participate in appraisal.

### **GENERAL**

The post-holder will be required adhere to all Trust wide policies and procedures including: Equal Opportunities, Risk Management, Health and Safety, Safeguarding Children, Confidentiality and compliance with the Data Protection Act, IM&T Security Policy. The Trust is committed to promoting Equality and Diversity in employment and in the services it provides.

**This job description represents an outline of the duties for the role, it is not an exhaustive list of tasks. Staff may be required to undertake any other duties commensurate with their grade and at the direction of their line manager or any other senior manager.**

**We are an Equal Opportunities employer**

