

# Postdoctoral researcher: job description and person specification

## Job description

**JOB TITLE:** Postdoctoral researcher

**GRADE:** Band 6

**HOURS:** 37.5 hours per week

**DURATION:** Fixed term- 18 months in the first instance

**LOCATION:** Tavistock Centre, North West London [change if applicable]

**RESPONSIBLE TO:** Director of R&D

**ACCOUNTABLE TO:** Chief Medical Officer

## Overview and main duties of the post

We are looking for a skilled and motivated mixed methods researcher to support a range of projects looking at the mental health and wellbeing of children.

The role will involve supporting the delivery of a number of studies, engaging in data collection, as well as analysing and writing up datasets for publication. The post holder will be required to work in a flexible way to assist the directorate in meeting its targets.

The successful applicant will be based at the Tavistock Centre and will work in the Research Unit alongside a multi-disciplinary academic team engaged in a range of externally funded research projects. 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. For further details of our current work see our website [here](#).

We are therefore looking to appoint an experienced mixed-methods 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.

## Main duties of the post

- Supporting the delivery of various large scale externally funded research projects hosted by the Trust.
- Predicting and planning a proactive response to any obstacles to achieve targets.
- Supporting and contributing to the research activity of the Directorate as required. This might involve:
  - the sourcing of research funding opportunities;

- the supporting of research grant applications and applications for ethical approval;
- the supporting of ongoing studies, including data collection;
- 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;
- conducting small-scale feasibility studies
- the compilation and presentation of research reports and papers for publication.
- supporting recruitment to studies
- Contributing to the writing of papers for publication
- Contributing to timely reporting of research activity to funders and external stakeholders.
- Assisting with PPI activities to support our participants
- Work closely with the CRN to support research within the Trust and assisting teams to ensure that recruitment to studies is correctly reported

This is not an exhaustive list of duties and responsibilities, and the post holder may be required to undertake other duties which fall within the grade of the job, in discussion with the Team Manager / Service Manager

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. To be successful in this role you will have a PhD or equivalent in psychology or other relevant subject. Candidates should be familiar with research and academic environments, and have experience in project management, grant and resource management, and have exceptional organisational and interpersonal skills.

## Our commitment to equality, diversity and inclusion

The Tavistock and Portman NHS Foundation Trust is committed to equality, diversity and inclusion. We are particularly keen to attract candidates from underrepresented backgrounds to better meet the needs of the service users and students that we serve. The Trust aims to ensure that all job applicants, employees or clients are treated fairly and valued equally regardless of sex, marriage or civil partnership, pregnancy and maternity, domestic circumstances, age, race, colour, disablement, ethnic or national origin, social background or employment status, sexual orientation, religion, beliefs, HIV status, gender identity, political affiliation or trade union membership. Selection for training and development and promotion will be on the basis of the individual's ability to meet the requirements for the job. You are responsible for ensuring that the Trust's policies, procedures and obligation in respect of promoting equality and diversity are adhered to in relation to both staff and services.

## Mission and values

The Tavistock and Portman is caring, compassionate and committed to co-creating the care and training we offer. We are passionate about the quality of our work and committed to openness, the use of evidence and the application of improvement science. We value all our staff, are concerned for their wellbeing, and seek to foster leadership, innovation and excellence in our workforce. We embrace diversity in our workforce and work to make our services and training as accessible as possible. We

have made a firm commitment to being an anti-racist, anti-homophobic and anti-transphobic organisation. We work with others, in the UK and internationally, who share our values and can enable us to achieve our mission.

## Continuing professional development

The post-holder will be invited to an annual appraisal, which will include the formulation of a professional development plan and specific details of continuing professional development in relation to the tasks of the post and its development over time.

## Professional registration

If you are employed in an area of work which requires membership of a professional body in order to practice, it is a condition precedent of your employment to maintain membership of such a professional body. It is also your responsibility to comply with the relevant body's code of practice. Your manager will be able to advise you on which, if any, professional body of which you must be a member.

You are required to advise the Trust if your professional body in any way limits or changes the terms of your registration.

Failure to remain registered or to comply with the relevant code of practice may result in temporary downgrading, suspension from duty and/or disciplinary action, which may result in the termination of your employment.

Throughout your employment with the Foundation Trust, you are required on demand by your manager to provide him or her with documentary evidence of your registration with any particular professional body or in respect of any required qualifications.

## Mandatory training

The post-holder will be required to attend statutory and mandatory training events as set out in the Trust's staff training policy, which includes attendance at induction and ongoing training in fire safety, health and safety, infection control, risk management, safeguarding children and participation in appraisal.

## Policies and procedures

The post-holder will be required to adhere to all Trust-wide policies and procedures, including: equal opportunities, risk management, health and safety, safeguarding, confidentiality and compliance with the Data Protection Act. The Trust is committed to promoting equality and diversity in employment and in the services it provides.

## Confidentiality

All information concerning patients/clients and staff must be treated as strictly confidential at all times.

## 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.

## 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.

## Emergency planning

In accordance with the organisations responsibilities under the Civil Contingencies Act 2004, you may be required to undertake alternative duties as is reasonable directed at alternative locations in the event of and for the duration of a significant internal incident, major incident or pandemic.

**This job description is subject to annual review in consultation with the post-holder.**

## General information

<b>Hours of duty:</b>	37.5 hours per week
<b>Annual leave:</b>	27 days per year pro rata – minimum (this increases depending on length of NHS service)
<b>Terms and conditions:</b>	In accordance with the terms and conditions of the Tavistock and Portman NHS Foundation Trust

**We are an equal opportunities employer**

# Person specification – Postdoctoral Researcher

Team: R&D

Grade: Band 6

Attribute/skills	ESSENTIAL	DESIRABLE	APPLICATION STAGE
<b>QUALIFICATIONS</b>	PhD in subject relevant to mental health/psychology or equivalent experience		
<b>EXPERIENCE</b>	<p>Strong experience working with quantitative data and undertaking quantitative analysis</p> <p>Experience in managing complex research, including recruitment and induction of new sites</p> <p>Experience of working with diverse groups of people</p>	Experience of qualitative research and analysis	
<b>SKILLS</b>	<p>Proven research aptitude</p> <p>Ability to work both independently and collaboratively</p> <p>Manage time and work to deadlines</p> <p>Demonstrate excellent interpersonal, oral and written communication skills</p> <p>Excellent interpersonal skills and aptitude for recruiting people to participate in research</p> <p>Excellent presentation and writing skills</p> <p>Excellent organisational skills and ability to meet tight deadlines</p> <p>Ability to respect and communicate confidential information in a sensitive and effective manner</p> <p>Ability to be flexible</p> <p>Commitment to The Trust’s policy of equal opportunity and the ability</p>	<p>Excellent management skills including ability to supervise other staff</p> <p>Experience of conducting systematic reviews</p>	

	to work harmoniously with colleagues		
<b>KNOWLEDGE</b>	<p>Awareness of research protocols and procedures including setting up study designs, running and seeing a project through from inception to completion</p> <p>Knowledge of NIHR and its processes and procedures</p>	In depth awareness of key issues in mental health and psychology research	
<b>PERSONAL ATTRIBUTES (demonstrable)</b>	<p>Able to demonstrate a commitment to and a desire to live by the Trust's values.</p> <p>Highly self-motivated and hard working</p> <p>The highest ethical and professional standards in research and education</p>	Interest in pursuing a career in mental health research	
<b>OTHER (Please Specify)</b>			

Date: June 2024. JPETTY