

Job Description: Research Officer

Faculty:	Swansea University Medical School, Faculty of Medicine, Health and Life Science
Department/Subject:	Research Officer – Data/Study Manager
Salary:	Medical School
Hours of work:	Grade 8: £39,105 to £45,163 per annum together with USS pension benefits
Number of positions:	Full time 35hrs per week
Contract:	1
Location:	This is a fixed term position to 31 July 2025

Main Purpose of Post

The main duties include but are not limited to:

1. Work as a member of the Health Services Research team in the field of emergency, unscheduled and primary care and collaborate internally and externally to meet the aims of PRIME Centre Wales
2. Work with Chief/Principal Investigators and Study Managers to assist with the design and conduct of studies including sample size/power calculations, specification of study data capture systems and data items, and preparation of data management and statistical analysis plans.
3. Validate data entered and assist with its subsequent analysis using statistical packages e.g. SPSS, Stata, R or SAS
4. Project manage research projects so that they are delivered on time and within budget
5. Pro-actively contribute to and conduct research, including gathering, preparing, and analysing quantitative and/or qualitative data, writing up and presenting results, exhibiting a degree of independence in day-to-day research activities
6. Prepare reports and papers describing the results of the research, both confidential and for wider dissemination:
 - a. Prepare papers for study oversight committees, e.g. Trial/Study Steering Committee
 - b. Prepare papers for publication in academic journals
 - c. Prepare abstracts for presentation at service and academic meetings and conferences
7. Work independently, aiming to determine suitable ways to tackle challenges and seeking guidance when needed
8. Develop research proposals and attract external research funding
9. Undertake activities to build research capacity:
 - a. Work with NHS partners in emergency, unscheduled and primary care to develop the research skill base within the NHS
10. Lead the planning and implementation of research seminars and conferences
11. Actively represent the Health Services Research team and PRIME Centre Wales at meetings and conferences to raise the profile of the network nationally and internationally
12. Contribute to School organisational matters to help it run smoothly and to help raise its external research profile
13. Keep informed of developments in the field in both technical and specific terms and the wider subject area and the implication for commercial applications and the knowledge economy or academia
14. When requested act as a representative or member of committees, using the opportunity to extend own professional experience
15. Demonstrate and evidence own professional development, identifying development needs with reference to Vitae Researcher Development Framework particularly regarding probation, performance reviews, and participation in training events
16. Maintain and enhance links with the professional institutions and other related bodies



	<p>17. Observe best-practice protocols in maintenance and retention of research records as indicated by HEI and Research Councils records management guidance. This includes ensuring project log-book records are deposited with the University/Principal Investigator on completion of the work</p>
General Duties	<p>18. To promote equality and diversity in working practices and maintain positive working relationships. 19. To conduct the job role and all activities in accordance with safety, health and sustainability policies and management systems, in order to reduce risks and impacts arising from the work activity. 20. To ensure that risk management is an integral part of any decision making process, by ensuring compliance with the University's Risk Management Policy. 21. Any other duties as agreed by the Faculty / Directorate / Service Area.</p>
Person Specification	<p>Essential criteria:</p> <ol style="list-style-type: none">1. A substantially quantitative/scientific first or subsequent degree, such as mathematics, statistics, econometrics, physics, biology, engineering etc. including training in applied statistics2. Knowledge of one or more statistical data analysis software e.g. SPSS, Stata, R or SAS3. Quantitative data management and analysis skills4. Understanding and experience of achieving research ethics, R&D and information governance permissions to carry out studies in the NHS5. Evidence of the ability to manage own analysis, research and administrative activities to meet project deadlines without the need for day-to-day supervision6. Evidence of project management skills and working to tight deadlines7. Evidence of active engagement, personal role, and writing and publishing research papers, particularly for refereed journals8. Evidence of active engagement in designing research and capacity for writing applications for external research funding9. Evidence of research skills relevant to health services research10. Evidence of excellent written and oral communication skills11. Evidence of thoroughness and attention to detail12. Capable of working independently as well as a team member13. A commitment to continuous professional development <p>Desirable Criteria</p> <ol style="list-style-type: none">14. A PhD in a relevant subject or equivalent experience15. Experience of supervising undergraduate or postgraduate student projects16. Knowledge of policy and practice in the NHS, particularly in relation to emergency and unscheduled care
Welsh Language Level	<p>Level 1 – 'a little' - pronounce Welsh words. Able to answer the phone in Welsh (good morning / afternoon). Able to use very basic every-day words and phrases (thank you, please etc.). Level 1 can be reached by completing a one-hour training course.</p> <p>For more information about the Welsh Language Levels please refer to the Welsh Language Skills Assessment web page, which is available here.</p>
Additional Information	<p>Informal enquiries: Professor Helen Snooks, H.A.Snooks@swansea.ac.uk or Professor Alan Watkins, A.Watkins@swansea.ac.uk</p>



Swansea University
Prifysgol Abertawe

