

Job Description & Person Specification

Academic and Research roles

JOB DESCRIPTION

Job title	Postdoctoral Research Fellow (AC2) (Fixed term)
School/Department	School of Health & Life Sciences
Division (if applicable)	Mental Health, Midwifery and Health
Programme (if applicable)	
Location	Paisley
Reporting to	Principal Investigator
UWS grade	AC2
FTE	1 FTE

Job summary

This post is created as part of the Alzheimer's Society funded project 'Co-produced career guidance intervention for people living with dementia' led by Professor Louise Ritchie. The aim of the study is to co-produce and field-test an innovative career guidance and development approach to supporting people living with dementia post-diagnosis. The study design uses a mix of qualitative methods combining evidence review, service mapping, interviews and multi-disciplinary workshops. We are recruiting a full-time fixed term (3 months) Postdoctoral Research Fellow (AC2) to support the completion of the study. The successful applicant will be a key member of a research team that includes academics from the School of Health and Life Sciences and the School of Education and Social Science in UWS and Northumbria and Edinburgh Napier Universities. The PDRF will work under the supervision of Prof Ritchie.

People & finance responsibilities

People	• n/a
Finance	• n/a

Key activities

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 1. Data analysis: Manage the data using NVIVO software, or other software agreed with the study team and collaboratively undertake analysis.
 2. Liaise and maintain good relations with the cross-institutional project team and external collaborators to achieve the aims of the project.
 3. Work closely with Scottish Dementia Working Group and other organisations to support the involvement of people living with dementia throughout the research process.
 4. Work with other members of the project team to contribute to the development, administration and facilitation of stakeholder groups to collaboratively co-design evidence informed outputs.
 5. Shape and contribute to the preparation of accessible dissemination resources to share the findings with the public, career development and health and social care community.

6. As a co-author with the team contribute to the writing of reports and the development of salient high quality peer reviewed publications.
7. To carry out any other tasks that support project completion within the allocated time, agreed with line manager.

Job scope

Planning and organising	<ul style="list-style-type: none"> • Work closely with line manager, UWS lead researcher and the wider project team. • Work on own initiative prioritising workload to ensure achievement of research activities and project deadlines. • Coordinate workload with members of the project team within UWS. • Develop effective communication strategies with the Research Advisory and stakeholder groups. • Data analysis, writing up of findings and dissemination of findings.
Decision making	<ul style="list-style-type: none"> • Contribute to decisions affecting the work of the team. • Authority to take decisions will be within the constraints of the research protocol and University procedures appropriate to the grade. • Contribute to decision-making with members of the project team within UWS and partners, the most appropriate way to overcome difficulties that may arise in order to achieve the project outcomes. • Analyse and interpret the results of research and contribute to the generation of original ideas based on outcomes.
Working relationships	<ul style="list-style-type: none"> • Liaise with colleagues in the project partner organisations; Alzheimer Scotland, Skills Development Scotland, Career Development Institute, Alzheimer's Society, Young Dementia UK, the School of Health & Life Sciences and School of Education and Social Science in UWS on research matters. • Provide guidance, support and assistance to administrative and technical staff supporting the project. • Develop knowledge and understanding, and form relationships with internal/external stakeholders and contacts for future collaboration where appropriate. • Actively participate as a research team member. • As appropriate, attend and contribute to Research Advisory Group, and other relevant meetings. • Demonstrate an awareness of the health and social care issues, ethics and inequalities related to employment and career development post diagnosis of dementia.

PERSON SPECIFICATION

Qualifications

			Evidence A = Application I = Interview
Essential	QE1 QE2	<ul style="list-style-type: none"> 1st degree in relevant subject (social sciences, social work, career guidance and development, management, psychology, nursing and allied health professions.) PhD qualification (or near submission) in relevant subject 	
Desirable	QD1 QD2	<ul style="list-style-type: none"> 	

Experience

			Evidence A = Application I = Interview
Essential	EE1 EE2	<ul style="list-style-type: none"> Experience of working with people living with dementia and their families Experience in research project management and report writing Experience in qualitative research methods and analysis Experience working with vulnerable or disadvantaged groups 	
Desirable	ED1 ED2	<ul style="list-style-type: none"> Experience of employment or career development disciplines Evidence of publication record Experience in collaborative research methodologies Experience of working with people living with early onset dementia 	

Skills

			Evidence A = Application I = Interview
Essential	SE1 SE2	<ul style="list-style-type: none"> Highly developed communication skills with the ability to communicate using a variety of mediums to different public, professional and policy audiences. Ability to build good relationships with those living with dementia and organisations supporting people living with dementia. Highly developed organisational skills Attention to detail, ability to problem solve and work on own initiative and as part of team Ability to work according to timescales Good written and oral communication skills including the ability to deal tactfully and courteously with a range of people and situations 	

Desirable	SD1 SD2	<ul style="list-style-type: none"> • Evidence of ability to write for publication • Experience of using NVIVO • Experience of co-production or action research 	
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Knowledge

			Evidence A = Application I = Interview
Essential	KE1 KE2	<ul style="list-style-type: none"> • Knowledge of thematic analysis • Knowledge of qualitative research methods • Good IT skills (Microsoft Office, Teams and Outlook) 	
Desirable	KD1 KD2	<ul style="list-style-type: none"> • Experience of employment or career development disciplines • 	

Behaviours

			Evidence A = Application I = Interview
Essential	BE1 BE2	<ul style="list-style-type: none"> • Appreciative stance towards those who are working in difficult and sometimes upsetting circumstances • Ability to work on an individual basis and part of a team • Attention to detail • Ability to adapt according to different situations • Good organisational skills • Good interpersonal skills 	
Desirable	BD1 BD2		

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