

RESEARCH & EVALUATION ASSOCIATE: Adults & Healthcare

Job Ref: REQ17959

As part of the University's ongoing commitment to redeployment, please note that this vacancy may be withdrawn at any stage of the recruitment process if a suitable redeployee is identified.

Internationally recognised for its contribution to the study of sport, exercise and health, the School has wide-ranging expertise, encompassing such diverse areas as biomechanics, medicine, molecular and cellular biology, nutrition, pedagogy, psychology, physiology, sociology, economics and sport management.

The School has an active and ambitious plan to grow capacity and influence through developments as part of the National Centre for Sport and Exercise Medicine, Loughborough in London, and StemLab.

The School is extremely proud to hold an Athena Swan Silver Award, recognising the commitment and work of the School in addressing issues of equality in Science.

Research

Research within the School is characterised by excellence and breadth, and its quality was recognised by the 2014 Research Excellence Framework audit. A broad range of social and natural sciences contribute to the School's research activity which is organised within three overlapping themes:

- **Sport performance**, which aims to understand and enhance sport and exercise performance across the ability range by investigating the factors influencing, and methods for improving, human performance in sport and exercise;
- **Lifestyle for health and well-being**, which aims to improve human health and wellbeing throughout the lifespan by considering the social, behavioural and biological determinants and consequences of human lifestyles with specific emphases on physical activity, nutrition and chronic disease; and
- **Participation in sport and exercise**, which aims to analyse the sociological, economic, psychological, political, organisational and behavioural factors which inhibit and facilitate community participation in sport and exercise.

The School's research themes articulate with four of the University's six Research Challenges, most closely with the '*Health and Wellbeing*' challenge, but also significantly with '*Communication, Culture and Citizenship*', '*Enabling Technologies*', and '*Secure and Resilient Societies*'.

Further information about the School's research themes can be found at:

<http://www.lboro.ac.uk/departments/ssehs/research/> and about the University's Research Challenges at:
<http://www.lboro.ac.uk/research/challenges/>

Job Description

Job Family & Grade: Specialist & Supporting Academic (Research) Grade 6

Job Purpose:

- To co-ordinate and conduct the evaluation of the Clinical Champions' physical activity training programme.
- Responsible for assisting the Physical Activity, Adults and Healthcare Programme Manager in planning and designing the evaluation methodology for the Clinical Champions' physical activity training programme. With specific responsibility for co-ordinating and conducting all aspects of data collection and analysis, monitoring the status of the evaluation activities, report writing and liaising with funders, stakeholders and other research partners.

Job Duties:

- Assist in planning and designing the evaluation for the Clinical Champions' physical activity training programme.
- Manage and coordinate all aspects of the training programme evaluation ensuring this meets the funder's evaluation requirements.
- Lead the development of all data collection instruments and systems, including databases, baseline and follow-up questionnaires, interview, and focus group schedules.
- Work with the funders and project admin team to develop and set-up data collection methods and protocols.
- Pilot test all evaluation instruments and protocols prior to commencing the evaluation.
- Provide training and assistance on evaluation requirements to the admin and project delivery team to ensure all essential data is collected systematically and where necessary, compile relevant evaluation briefing papers.
- Collect, track, process and analyse quantitative data.
- Monitor all evaluation activities to ensure evaluation protocols are being adhered to.
- Identify and implement solutions to overcome any data collection challenges and/or problems.
- Conduct interviews and/or focus groups with project delivery partners and key stakeholders.
- Process and analyse qualitative data.
- Write interim and final evaluation reports for the funders as required.
- Present evaluation findings at meetings, seminars and conferences and other forums as required.
- Lead and contribute to the writing of scientific research papers.
- Continually update knowledge and understanding in this specialism and translate knowledge of advances in the subject area into evaluation activities.
- Link and collaborate with the other members of the NCSEM Moving Health Professionals evaluation team and Physical Activity and Health Research Group members in the School of Sport, Exercise and Health Sciences.

Other:

- Willingness to travel across England to conduct evaluation activities, for example patient intercept surveys, interviews and/or focus groups. This may require overnight stays.
- To engage in training programmes either within the University or externally which are consistent with the needs and aspirations of the Clinical Champions' physical activity training programme evaluation.
- To undertake other duties as may be reasonably requested and that are commensurate with the nature and grade of the post.

Points to Note:

The purpose of this job description is to indicate the general level of duties and responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed.

Special Conditions:

All staff have a statutory responsibility to take reasonable care of themselves, others and the environment and to prevent harm by their acts or omissions. All staff are therefore required to adhere to the University's Health, Safety and Environmental Policy & Procedures.

All staff should hold a duty and commitment to observing the University's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and University policies/procedures.

Successful completion of probation will be dependent on attendance at the University's mandatory courses which include Respecting Diversity and, where appropriate, Recruitment and Selection.

Organisational Responsibility:

Reports to the Physical Activity, Adults and Healthcare Programme Manager

Person Specification

Your application will be reviewed against the essential and desirable criteria listed below. Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

- 1 – Application
- 2 – Test/Assessment Centre/Presentation
- 3 – Interview

ESSENTIAL

Area	Criteria	Stage	
Experience	Practical experience of designing and conducting programme evaluation related to sport, physical activity and health	1, 3	
	Experience of project management	1,3	
	Experience of writing briefing papers, evaluation reports and research papers	1,3	
	Experience of working on research and evaluation projects with a range of partners	1,3	
	Experience of interpreting and summarising evaluation results for a range of professionals and practitioners	1,3	
	Experience of designing and developing quantitative and qualitative data collection methods and tools	1,3	
	Experience of conducting focus groups and/or interviews	1,3	
	Experience of collecting, processing, analysing and managing quantitative and qualitative research data	1,3	
	Experience of evaluating behaviour change interventions	1,3	
	Experience of submitting NHS research ethics applications	1,3	
	Skills and abilities	Well-developed problem-solving skills with the ability to use own initiative and judgement to deal with unforeseen problems	1,3
		Ability to manage own workload and to prioritise work to meet tight or competing deadlines	1,3
		Ability to effectively communicate with individuals and organisations to aid programme delivery and evaluation activities	1, 3
Ability to design pragmatic evaluation methodology for physical activity public health interventions		1,3	
Competence in the design and use of qualitative research methods (including conducting interviews and focus groups)		1,3	
Competence in the use of quantitative research methods including survey design		1,3	
Competent in the analysis of qualitative and quantitative data		1,3	
Ability to write evaluation reports		1,3	
Excellent interpersonal, organisational, strong written and verbal communication skills		1,3	
Excellent practical IT skills including proficiency in a range of computing skills including word processing, using Microsoft Office, electronic survey systems, spreadsheets, SPSS, statistical analysis packages, database packages		1,3	
Ability to work independently, as part of a team, and to collaborate with others		1,3	
Ability to organise, attend and contribute to relevant meetings		1,3	
Training		A willingness to undertake further training as appropriate and to adopt new	3

	procedures as and when required	
Qualifications	Degree in physical activity and health, public health, health promotion or a related subject	1,3
Other	Commitment to observing the University's Equal Opportunities policy at all times	3
	Willingness to travel to conduct focus groups and interviews and collect evaluation data	3

DESIRABLE

Experience	Experience of designing and conducting evaluation in a healthcare setting	1,3
	Experience of working with healthcare professionals	1,3
Skills and Abilities	Awareness of the healthcare, public health and local authority policy and delivery landscape	1,3
	Awareness of the structure of medical education programme for doctors, nurses and allied healthcare professionals	1,3
	Awareness of existing physical activity evaluation guidance and how to use this in practice	1,3
	PhD in physical activity and health, public health, health promotion or a related subject	1,3

Conditions of Service

This position is offered on a part-time (0.5 FTE, 18.5 hours per week), fixed-term maternity cover contract for 10-months or to 31st August 2018 or the earlier return of the post-holder (whichever is the soonest) within the *Specialist & Supporting Academic* job family, Grade 6, £29,799 pro-rata per annum. Subject to annual pay award.

The appointment will be subject to the University's normal Terms and Conditions of Employment for Academic and Related staff/Operational and Administrative staff, details of which can be found [here](#).

The University is committed to enabling staff to maintain a healthy work-home balance and has a number of family-friendly policies which are available at <http://www.lboro.ac.uk/services/hr/a-z/family-leave-policy-and-procedure---page.html>.

We also offer an on-campus nursery with subsidised places, subsidised places at local holiday clubs and a childcare voucher scheme (further details are available at: <http://www.lboro.ac.uk/services/hr/a-z/childcare-information---page.html>)

In addition, the University is supportive, wherever possible, of flexible working arrangements.

We also strive to create a culture that supports equality and celebrates diversity throughout the campus. The University holds a Bronze Athena SWAN award which recognises the importance of support for women at all stages of their academic career. For further information on Athena SWAN see <http://www.lboro.ac.uk/services/hr/athena-swan/>

Informal Enquiries

Informal enquires should be made to Kim Buxton, Physical Activity, Adults and Healthcare Programme Manager, SSEHS Active, by email to K.E.Buxton@lboro.ac.uk or by telephone 01509 226417.

Application

The closing date for receipt of applications is **Tuesday 24th October 2017**.
Interview date will most likely be **Monday 30th October 2017**.