

## JOB DESCRIPTION

<b>Job Title:</b>	<b>Research Fellow</b>	<b>Grade:</b>	<b>AC2</b>
<b>Department/School:</b>	<b>School of Human Sciences</b>	<b>Date of Job Evaluation:</b>	<b>October 2023</b>
<b>Role reports to:</b>	<b>Dr Sajid Humayun</b>		
<b>Direct Reports</b>	<b>NA</b>		
<b>Indirect Reports:</b>	<b>NA</b>		
<b>Other Key contacts:</b>	<b>Professor Claire Monks; Professor Darrick Jolliffe (RHUL)</b>		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

### **PURPOSE OF ROLE:**

The postholder will take day-to-day responsibility for the successful conduct of a clinical trial of [Functional Family Therapy](#) for young people at risk of County Lines Drug Network (CLDN) involvement and Child Criminal Exploitation (CCE). The study is an efficacy Randomised Controlled Trial being conducted in three London boroughs with high rates of CLDN activity funded by the Youth Endowment Fund and follows [a successful pilot RCT](#).

The person appointed will be expected to:

- Take responsibility for the day-to-day running of the study (under the oversight of the trial PI), including:
  - Participant recruitment
  - Working closely with intervention delivery partners ([Family Psychology Mutual](#))
  - Work with a Clinical Trials Unit to manage randomisation of participants
  - Coordinating the work of a team of researchers and manage all recruitment and assessment visits
  - Develop and maintain data systems for study data and administrative systems for the successful conduct of the study
- Help to recruit young people and families and practitioners for the study
- Lead on the quantitative and qualitative data collection (including conducting interviews and administering questionnaires) with young people, their families, and practitioners. You will also be responsible for collecting administrative data stored on local authority systems
- Analyse quantitative (and some qualitative) data
- Contribute to, and lead on, writing project reports and peer-reviewed journal articles
- Liaise with a range of other study partners and stakeholders

**KEY ACCOUNTABILITIES:****Team Specific:**

- Recruitment of study participants, including young people, their families, and social workers
- Quantitative data collection, including remote data collection and collecting secondary data from agency systems
- Qualitative data collection
- Analysis of quantitative and qualitative data
- Contribute to drafting reports to the funder and preparing manuscripts for submissions to peer reviewed journals
- To develop and maintain data systems for all project data and ensure security and confidentiality of the data
- Attend and contribute to team, steering group and other project meetings and take notes/minutes if required
- Under the supervision of the project lead, take responsibility for the successful delivery of the study
- Ensure the study achieves key milestones in a timely fashion
- Coordinate the workload of a team of researchers and manage and maintain safety protocols for assessment visits
- Disseminate research and enterprise findings at national conferences and symposia and at internal meetings and seminars
- Undertake any training relevant to the role
- Undertake any additional administrative tasks if required

- Liaising with study partners, including the delivery partner, social workers and other practitioners, local authority management and funder
- Contribute to supervision of student research projects that contribute to the aims of the study
- Promote your work and represent your discipline and the work of the University internally and externally.
- Contribute to relationship management and engagement with key national or regional public/cultural sectors/business, industry/professional bodies in relation to research and/or enterprise

**Generic:**

- Contribute to the research profile of the Centre for Vulnerable Children and Families and the Institute for Lifecourse Development
- Demonstrate a commitment to equality, diversity and inclusion through engagement with University initiatives
- Promote your work and represent your discipline and the work of the University internally and externally, and take a proactive approach to ethical good practice

**Managing Self**

- Keep abreast of developments within the field and seek continuous improvement of own professional practice
- Actively participate in established professional development framework activities
- Behave in a manner which reflects the University values and creates a positive environment for work and study

**Core Requirements**

- Adhere to and promote the University's policies on Equality, Diversity and Inclusion and Information Security;
- Ensure compliance with Health & Safety and Data Protection Legislation;
- Support and promote the University's Sustainability policies, including the Carbon Management Plan, and carry out duties in a resource efficient way, recognising the shared responsibility of minimising the university's negative environmental impacts wherever possible.

**Additional Requirements:**

Any other duties commensurate with the post and grade as agreed with the Head of Department/School and the PVC of the Faculty.

**KEY PERFORMANCE INDICATORS:**

Performance Indicators will be established in consultation with the Head of Department/School as part of the post-holder's annual Appraisal and Professional Development Review.

**KEY RELATIONSHIPS (Internal & External):**

Royal Holloway University of London, IoPPN Clinical Trials Unit, London Borough of Redbridge, London Borough of Haringey, London Borough of Tower Hamlets, Family Psychology Mutual, FFT-LLC, Youth Endowment Fund

**PERSON SPECIFICATION**

<b>Essential</b>	<b>Desirable</b>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Demonstrable experience of undertaking research with vulnerable young people and families</li> <li>• Conducting quantitative research (in Psychology, healthcare or similar settings)</li> <li>• Writing up research findings</li> <li>• Taking responsibility for successful completion of research studies, typically under the overall supervision of a principal investigator/study lead</li> <li>• Preparing manuscripts for submission to peer reviewed journals</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Proven ability to work without close supervision when undertaking research</li> <li>• Excellent project management skills</li> <li>• Excellent teamwork skills</li> <li>• Effective communication skills (including with external audiences)</li> <li>• Outstanding organisational, IT communication and interpersonal skills</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>• PhD (or close to completion) in Psychology, Criminology, healthcare or a related discipline OR extensive research with vulnerable young people and families</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Willingness to undertake travel to research sites, including family homes, when required, subject to risk assessments</li> <li>• Ability to work flexibly to accommodate the needs of families</li> </ul>	<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>• Conducting research or working with young people involved in gangs, CCE or CLDNs or practitioners in child social work, Youth Offending, Pupil Referral Units or similar services</li> <li>• Publication(s) in high quality peer-reviewed journals</li> <li>• Experience of recruiting participants for trials</li> <li>• Dissemination of research findings at conferences or symposia</li> </ul> <p><b>Skills</b></p> <ul style="list-style-type: none"> <li>• Ability to coordinate the work of colleagues</li> </ul> <p><b>Personal attributes</b></p> <ul style="list-style-type: none"> <li>• Potential to develop excellent leadership skills</li> </ul>

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| <ul style="list-style-type: none"><li>• Ability to work independently to agreed timelines</li><li>• We are looking for people who can help us deliver the <a href="#">values</a> of the University of Greenwich: Excellence, Determination, Inclusivity, Ambition and Creativity</li></ul> |  |
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