

# Health and Care Research Wales Research Development Advisor Information Pack

## Contents

Research Development Advisor Information Pack.....	1
Background .....	1
Recruitment process .....	2
Key tasks and responsibilities 2023 .....	2
Person Specification .....	5
Completing the Application Form.....	7

## Background

Health and Care Research Wales funds an extensive research development and delivery infrastructure to support high-quality clinical research taking place in health and social care settings.

As part of that infrastructure, a Health and Care Research Wales Faculty has been established to:

- Coordinate and oversee a range of widely accessible (and targeted where needed) personal research award schemes for health and social care researchers across professions and career stages
- Publish researcher equality, diversity and inclusion data and develop action plans to help facilitate the equal representation of all groups, across career stages and professions, in the Welsh researcher population
- Progress the individualised and peer learning and development and mentorship that our health and social care personal award holders need to advance their research careers
- Foster interdisciplinary interactions and networking across the faculty community of health and social care personal award holders from all backgrounds and all areas of Wales
- Enable opportunities to share high-quality faculty research with relevant UK and international communities with a view to raising the profile of Welsh research and promoting the research career opportunities of the researchers themselves.

Health and Care Research Wales Faculty Research Development Advisors will develop and deliver high quality applied health and social care researcher developmental approaches for Health and Care Research Wales Faculty Members that enables members to:

- a) develop high quality competitive funding applications for submission to UK wide national peer reviewed funding programmes;
- b) deliver funded high quality impactful health and social care research for the benefit of people in Wales and beyond;
- c) progress their research knowledge, skills and confidence so that they ultimately can contribute to the development of a highly skilled academic health and social care research workforce in Wales.

## Recruitment process

Health and Care Research Wales Faculty is looking to buy out time (up to 0.4wte) for up to 3 Senior Research Fellows / Senior Lecturers to provide a **Researcher Development Advisor role. The Research Development Advisors will remain employed by their current employer with Health and Care Research Wales funding reimbursing the employing organisation for the time spent undertaking the Research Development Advisor role.**

We are interested in applications from experienced health and/or social care researchers working at a Senior Lecturer or Senior Research Fellow level (or someone able to demonstrate how they are able to deliver to the expectations of the role based on relevant experience). The applicants can be based in any of the Higher Education Institutes in Wales.

The roles will be for 2 years and be as detailed in the Tasks/Responsibilities and Person Specification below. Applicants should complete the Research Development Advisor Application Form and submit this by **17:00 on 17 March 2023** to [Research-Faculty@wales.nhs.uk](mailto:Research-Faculty@wales.nhs.uk).

## Key tasks and responsibilities 2023

Working to the Director of Faculty and alongside the Head of Researcher Development, the Research Development Advisors will provide cohesive research development support to Health and Care Research Wales Faculty members throughout Wales.

The Health and Care Research Wales Faculty is looking for a number of part-time Research Development Advisors working up to 0.4wte each who with a breadth of experience between them to contribute to the overall development and support of research development initiatives for Faculty Members. The Research Development Advisors will:

- Provide a range of targeted researcher development initiatives associated with the Health and Care Research Wales Faculty personal award schemes.
- Provide accessible, applied health and social care research design and methods training relevant to the Health and Care Research Wales Faculty personal award schemes and members
- Provide a comprehensive Health and Care Research Wales Faculty wide signposting process to support topic expert input to research proposals at each stage of the funding application life cycle.

Working with the Director of Health and Care Research Wales Faculty and the Health and Care Research Wales Faculty admin team the Research Advisors will: Plan, design and evaluate a range of targeted researcher development initiatives associated with the Health and Care Research Wales Faculty personal award schemes. This may include:

- Workshops and Q&A sessions to support specific Faculty personal award scheme application development
- Wrap around support and methodological advice for Personal Award Accelerator award holders to enable high quality applications to UK wide personal award schemes
- Individualised and responsive research design and methods advice to Faculty members undertaking their funded studies and supporting next steps

Plan, deliver and evaluate accessible, applied health and social care research design and methods training relevant to the Health and Care Research Wales Faculty personal award schemes and members:

- Working with the Faculty admin team, engage with Faculty members to best understand research design and methods training needs.
- Develop and deliver a suite of learning opportunities, as part of the wider Faculty Members Development plan. Delivery of these learning opportunities may be via virtual training sessions, face-to-face training sessions webinars, elearning etc.
- Evaluate learning outcomes and impact of training delivered to Faculty members to inform future strategic priorities

Develop and implement a comprehensive Health and Care Research Wales Faculty wide signposting process to support topic expert input to research proposals at each stage of the funding application life cycle:

- Develop and maintain in-depth knowledge on all relevant UK research funding opportunities available to Health and Care Research Wales Faculty members
- Provide responsive advice to Faculty members seeking to identify next career steps

- Work proactively and strategically with final year Health and Care Research Wales Faculty award holders to facilitate onward career development planning.

Be an active member of the Health and Care Research Wales Faculty Senior Management team by:

- Attending all face-to-face Health and Care Research Wales Faculty events, engaging with and networking with Faculty members
- Lead specific projects relating to Research Development initiatives within the Health and Care Research Wales Faculty
- Raising awareness and promoting the Health and Care Research Wales Faculty within professional groups and HEIs
- Contributing to the development of strategic plans for supporting Faculty members and refining personal award schemes run by the Health and Care Research Wales Faculty admin team

Provide reports on Research Development Advisor activities to the Director of Health and Care Research Wales Faculty on a quarterly basis.

These responsibilities will be subject to review during the period of appointment.

## Person specification

Health and Care Research Wales is looking to fund up to 3 part-time **Researcher Development Advisors** (Senior Lecturer or Senior Research Fellow or be able to demonstrate how they are able to deliver to the expectations of the role based on relevant experience) who will have responsibility for development and oversight of the range of Health and Care Research Wales Faculty targeted researcher development initiatives.

It is anticipated that funding for up to 0.4WTE per role will be available; based on 2-3 Research Development Advisor roles across Wales (however this is open to discussion).

**The Research Development Advisors will remain employed by their current employer with Health and Care Research Wales funding reimbursing the employing organisation for the time spent undertaking the Research Development Advisor role.**

The person specification for the Research Development Advisors is listed below:

### Essential

#### Qualifications and Education

1. Postgraduate degree at PhD level.

#### Knowledge, Skills and Experience

2. A well-established expertise and significant proven portfolio of research within health and/or social care.
3. Proven substantial record of publications in impactful national and international journals.
4. Applied health and/or social care methodology expertise (quantitative and/or qualitative methods).
5. Proven record of contributing and leading successful research bids.
6. Proven ability to develop and support early-career researchers and those progressing to mid-career.
7. Knowledge of research funder requirements and processes.
8. Expertise in high quality patient and public involvement in research.

#### Communication and Team Working

9. Highly skilled in effective and persuasive communication.

#### Other

10. Proven ability to demonstrate creativity, innovation and team-working within the research setting.

## **Desirable**

11. Proven ability to lead and deliver high quality research design and methods training.
12. Proven ability to adapt to the changing requirements of the health and social care researcher community.
13. Knowledge of researcher development initiatives
14. Ability to work strategically.
15. Fluency in Welsh, written and oral.

**You must confirm support from your organisation before applying.**

## **Financial support**

Salary and on-costs will be reimbursed to the employing HEI organisation quarterly via a Health and Care Research Wales grant arrangement.

A small consumables budget will also be provided to Research Development Advisors reimbursed using the same finance mechanism, based on their specific agreed deliverables on an annual basis.

Where possible these costs should be minimised by using existing NHS or HEI facilities.

## Completing the application form

This section provides guidance, question by question, on how to complete the Research Development Advisor application form.

To apply, the following should be submitted by email:

- Completed application form (see below)
- Applicant CV (Max 2 pages)
- Confirmation email from Head of Department at your associated HEI organisation (see below)
- Confirmation email from Line Manager/Finance lead (see below)

### Section A: Applicant details

Please supply contact details. Contact between Health and Care Research Wales and the applicant will usually be by email, so please ensure you provide a current and regularly accessed email address. We anticipate that the applicant will be based within a Welsh Higher Education Institute (HEI). Please identify the HEI organisation that funding will pass through.

The HEI organisation will be the organisation with which the Welsh Government will enter into a formal contract should your application be successful. If you are based outside of a Welsh HEI, please contact Professor Monica Busse, Director of Health and Care Research Wales Faculty, [BusseME@cardiff.ac.uk](mailto:BusseME@cardiff.ac.uk) OR Alex Hills, National Head of Researcher Development, [Alex.Hills@Wales.nhs.uk](mailto:Alex.Hills@Wales.nhs.uk) to discuss your application.

### Section B: Activities plan (max 600 words per question)

Referring to the person specification, please describe how your **experience to date** will ensure that you can meet the Research Development Advisor role expectations. Please describe all relevant experience, particularly in relation to supporting /mentoring researchers earlier in their career, previous training delivery to individuals and groups and outline where you see your strengths and experience having the most impact on this role.

With reference to the Research Development Advisor role expectations, describe the specific actions you propose to take that will facilitate achieving the Faculty's objectives. Please describe what you think is achievable within the next 2 years with reference to the roles/responsibilities listed above. This should be realistic but ambitious given the amount of time you are requesting. You may wish to highlight your top three aims, objectives and the expected benefits that will be delivered.

Please describe how you would work as part of a team of Research Development Advisors to deliver the breadth of activities listed above. This role will be one of 3 roles working together to deliver the overall aims of the research advisory support outlined above. You could describe previous experience of working within a team to deliver a common aim. You may wish to outline what you feel your unique strengths are that would benefit the team.

## **Section C: Working pattern**

Please confirm how much time you are applying for – this can be from a minimum of 0.2WTE to a maximum of 0.4WTE.

Please confirm your proposed start date – this should be as soon as possible after 1 April 2023, but within 3 months maximum.

Please also provide a summary of your current and proposed working pattern showing the Research Development Advisor role time. Where you have a role across more than one organisation, please show the total plan, and which role will be adjusted to accommodate the Research Development Advisor time. We recognise this may vary week to week, so a general working pattern plan is acceptable. The proposed working pattern plan should not exceed 1WTE.

Please include an email from your line manager in the role that the working pattern plan will change, with the following wording:

“I confirm I am the line manager of the applicant and I have agreed the working pattern plan with protected time for the Research Development Advisor role as outlined in the application form, should the applicant be successful”

## **Section D: Finance**

Please complete the finance table. You should provide your expected salary costs (including on-costs) for the next 2 years and your expected WTE costs (including on-costs) in the appropriate row. Please note that you must include on-costs associated with your salary at this stage as it will not be possible to add them later. No overheads will be paid.

## **Section F: Declarations**

Submission of this application form by email confirms you understand and commit to undertaking the role as specified above. Confirmation emails are also required from the Head of Department and your Line Manager. No separate signatures are required.