JOB DESCRIPTION
Senior Research Associate
Vacancy Ref: A3339

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Senior Research Associate</th>
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<tr>
<td>Present Grade:</td>
<td>7</td>
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<tr>
<td>Department/College:</td>
<td>Division of Health Research</td>
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<tr>
<td>Directly responsible to:</td>
<td>Professor Carol Holland (also reporting to Dr Claire Hardy for specific tasks)</td>
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<tr>
<td>Supervisory responsibility for:</td>
<td>N/A</td>
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**Other contacts**

**Internal:** Lancaster University “Together an Active Future” (TaAF) Project Evaluation Team; Division, Faculty and University colleagues and students

**External:** Pennine Lancashire Public Health, local delivery pilot team, TaAF: District and specific category project leads; Study participants; Funding bodies; Sport England; relevant healthcare and government organisations; National network of project evaluators.

**Major Duties:**

To undertake research and scholarship to benefit the Division of Health Research and to fulfil the aims of the Strategic Plan.

The post holder is responsible for conducting, as part of a project team and under supervision, the TaAF evaluation project funded by Pennine Lancashire Public Health. Key activities of the post-holder are as follows:

1. Contribute to the day-to-day management of the project, ensuring that key milestones are achieved on time, liaising with team members and managing time flexibly to respond to time-limited needs.
2. Take responsibility for collating and analysing the information gained throughout the research project. Duties will include:
   a. Contributing to preparing and obtaining ethical and research governance approvals where necessary, and maintaining records relating to these
   b. Contributing to materials and resources to support the identification and recruitment of participants
   c. Maintain accurate record systems for the project including databases
   d. Prepare interim and final reports, journal publications and other outputs.
3. For the Process work package (sharing workload with the other Senior Research Associate team member):
   a. Collect data from key stakeholders involved in the delivery/implementation of the physical activity programmes, the TaAF team, and two target groups of TaAF, analysing the data, and then feeding this back to the respective Local Authority Districts in a brief report.
   b. Compile information for feedback sessions and reports; occasionally leading the sessions
   c. Analyse collected data from longitudinal, repeated measures design studies. This will include analysing:
      i. Interviews via telephone (qualitative methods). Note, main analyses have already been completed for each time point, but bringing together outcomes in reporting will be an important component in this role.
      ii. Survey including quantitative methods
   d. Collection and analysis of data with key stakeholders to be able to help you design and develop learning resources (e.g. a toolkit, training), specifically assisting with the delphi toolkit development study to allow individuals or groups at local levels in Pennine Lancashire to be able to conduct their
own evaluations using the proposed evaluation approach (guided by the Consolidated Framework for Implementation Research, CFIR). This is the main piece of work left on the project which you will contribute.

4. Attend meetings specific to the project and general meetings within the University, including:
   a. Meetings of the project management group
   b. Participant Involvement meetings as appropriate
   c. Relevant internal meetings of the Division of Health Research, and Faculty of Health & Medicine at Lancaster University

5. Undertake training as appropriate, including mandatory training required by the University, as well as specific training identified in discussion with the project lead for the post-holder’s own professional development and/or of benefit to the project

6. Undertake any other duties as required by Head of Division or nominated representative