JOB DESCRIPTION
NIHR Research Design Service Adviser- mixed Methods
Vacancy Ref: A3488

| Job Title: | NIHR Research Design Service Adviser, Mixed Methods (Public Health as a specialist field) |
| Grade:     | 6P |
| Department/College: | Division of Health Research |
| Directly responsible to: | Associate Director, National Institute of Health Research (NIHR) Research Design Service North West (RDS NW) |
| Supervisory responsibility for: | N/A |
| Other contacts | Internal: RDS NW Coordinating Office team, RDS NW advisers based at Lancaster University. Colleagues within Division of Health Research, Faculty and University.  
Externa: RDS Advisers from other NW regional universities, RDS North West clients e.g. NHS, Public Health, Social Care, Academic staff; advisers and staff from other Research Design Service (RDS) regions in England, other stakeholders within NIHR organisations. |

Major Duties:
Principal duties for RDS Advisers will be to:
1. Manage all elements of the Research Design Service support pathway with support from the Associate Directors, specialist methodologists and the co-ordinating centre. The main elements of this pathway are to:
   o Manage the process of triage into the service or referral for other types of support outside the RDS
   o Case manage individuals/teams receiving support from the service
   o Provide generic research advice and specialist methods advice (mixed methods/public health research) to clients preparing research-funding applications for nationally competitive, peer reviewed funding streams including engagement activities in NHS trusts, social care and public health organisations in the NW to ensure researchers have access to advice from all appropriate disciplines. This can include specific advice on the appropriate funding stream for the client’s proposed research study
   o Organise and / or carry out expert review (critical read) of proposals prior to submission (if required)
   o Advise clients on feedback received from funding bodies and supporting with re-submission where judged appropriate
   o Maintain up to date records of all advice provision provided utilising the service Client Advice Tracking System and ensure regular reporting as required by the central co-ordinating office for the RDS.
2. Work with other RDS Advisers to support clients (through individual contact or team meetings).
3. Contribute to raising awareness locally, regionally, and nationally of the NIHR RDS NW including the provision of engagement activities, presentations to groups/ individuals.
4. Contribute as appropriate to RDS proposal and staff development events for both RDS staff and events organised for researchers in the North West and nationally. Supporting the RDS advice pathway throughout and imparting research design and application knowledge to clients and RDS colleagues.
5. Attend NIHR RDS NW staff training and development activities to maintain the quality and consistency of the service across the region.
6. Keep up to date with sources of funding for health, social care and public health research and requirements of different funding bodies including but not restricted to NIHR funding streams.
7. Keep up to date with the NHS, Social Care, Public Health/ NIHR Research Infrastructures to aid advice provision.
8. Contribute to the overall running of the RDS e.g. contribute to requests for information/ advice from the central co-ordinating office e.g. information for newsletters, website as well as contributing to RDS workstreams and communities of practice, specifically relating to public health activities.
9. Maintain RDS advisory skills through professional and personal development activities.
10. Bring to the role expert methodological skills through one’s own current research activity/ additional role at the university.
11. Undertake any other duties appropriate to grade as directed by Head of Division or nominated representative.