

**Job Title:** Principal Advisor in Qualitative Methods and Workstream Lead

**Grade:** 9

**Salary:** £59,966 to £67,468 per annum, pro rata if part-time

**Department:** Public Health and Epidemiology

**Hours/Contract:** Full-time, part-time (minimum 0.8FTE, 30 hours per week), or job share considered, fixed term contract until 30 September 2027

**Job Family:** Management and Administration

**Reference:** 12042

The National Institute for Health and Care Research (NIHR) Research Support Service (RSS) Hub delivered by the University of Leicester and Partners is one of eight Hubs across England funded to support the design and development of health and social care research.

The Leicester RSS Hub is a partnership of more than 20 research groups and clinical trials units. It offers a range of research design and application development services, including critical review and constructive feedback on draft funding applications and advice clinics and with methodologists/advisors (statisticians, social scientists, economists, data scientists, clinical trialists, behavioural scientists, etc.).

### Role Purpose

As a member of the NIHR Research Support Service (RSS) Hub's leadership team, you will bring substantial knowledge, skills and experience from previous research support roles to:

- lead critical RSS workstreams (including capacity development)
- give expert advice in research methods and design to researchers across England
- supervise other RSS advisors
- assist researchers to develop competitive applications to national funding competitions for health, social care and public health research.

You will also have opportunities to collaborate in funded studies, drawing on your professional knowledge and experience.

You will have leadership experiences in research infrastructure, recognised expertise in a variety of qualitative research methods and approaches, excellent knowledge and experience of research inclusion and public involvement, outstanding communication and consultancy skills, and a proven ability to contribute to the development and delivery of important health and social care research and peer reviewed publications.

You will work closely with investigators using the service, colleagues across the partnership, and staff in other research infrastructure groups locally and nationally. You will play a leading role in national RSS planning, ensuring that our RSS Hub's voice helps to shape policy and practice on areas of key strategic importance, and to develop the reputation of the RSS.

As a member of the RSS Hub's leadership team, you will help to develop and direct the Hub's strategic and operational functions, including policy development, quality assurance and reporting (e.g., funder annual reports and case studies). You will bring experience of managing people and change and will co-/lead two of the Hub's workstreams (from (i) career development and training; (ii)



equality, diversity and inclusion; (iii) public involvement; and (iv) methods development). This will involve strategic planning, progress monitoring, budget management, developing collaborations across the NIHR RSS, and with wider regional and national research infrastructure.

## Main Duties and Responsibilities

### Leadership

- Bring strategic and operational leadership to two of the RSS Hub's workstreams.
- Develop and/or coordinate training and capacity-building opportunities for staff and public contributors in our RSS Hub partnership.
- Actively participate in team meetings for high-quality project support and continual service improvement.
- Provide leadership and supervision with respect to qualitative and social research designs across the RSS, including identifying emergent methods and staff training needs.

### Research

- Give high-quality qualitative research design advice to clients of the RSS Hub through one-to-one consultancy and as part of a small team.
- Review draft funding applications to major funders of health and social care research, giving insightful, constructive feedback on possible areas for improvement.
- Apply advanced research knowledge and expertise to a broad range of research topics and designs.
- Apply expert knowledge of the NIHR's research inclusion and patient and public involvement (PPI) requirements.
- Investigate and devise new research methods, generate new research approaches or techniques, and contribute generally to the development of thought and practice in applied health and social care research.
- Contribute to the review and development of major research infrastructure bids, including for the prospective re-tendering of the NIHR RSS.
- Be open to collaboration in multi-disciplinary research with teams at the University of Leicester and elsewhere across the UK.

### Professional Development

- Participate in learning and professional development opportunities to attain and enhance skills, knowledge, and competencies.

## Internal and External Relationships

- Establish and maintain collaborations with other researchers at the University of Leicester, across our RSS partnership, and nationally and internationally.





- Be a key lever in establishing and maintaining productive relationships with NHS, social care, public health and NIHR groups, units, and networks.

## Planning and Organising

- Support applications for new project funding, including in meetings with researchers using the RSS and other people with specialist knowledge in developing and delivering health and social care research.
- Steer the planning and delivery of events to promote the RSS and/or relating to various aspects of research funding, design and delivery.
- Lead or co-lead the planning and delivery of service improvement projects locally, regionally, and nationally.

## Qualifications, Knowledge and Experience

### Essential

- PhD or other postgraduate qualification (or equivalent experience, or near completion) using qualitative methods in health and social care research\*
- Deep understanding and significant experience of the role of qualitative methods in health and social care research\*
- A strong record of incorporating research inclusion and patient and public involvement in research\*
- A record of strategic and operational leadership in NIHR or similar infrastructure groups, including driving change on one or more priorities nationally\*
- Expert knowledge of UK funding landscape for health, public health and social care, funder expectations and current national research priorities
- Record of supporting research applications to major funders of health and social care research, including high-value research infrastructure applications\*
- Ability to define, lead, manage, publish and disseminate internationally excellent research in health, social care, public health or cognate disciplines
- Record of designing and delivering high-quality, impactful training to a wide range of stakeholders\*
- Record of mobilising knowledge through peer-reviewed publications and other key outputs\*

### Desirable

- Record of teaching and/or student supervision.
- Record of supervising PhD students to successful completion.
- Awareness of other non-qualitative (quantitative methods and approaches pertinent to health and social care research.
- Experience of reviewing (e.g. for a scientific journal or funding bodies).
- Experience as member of a funding awards committee.

## Skills, Abilities and Competencies

### Essential

- Effective and influential leadership skills in a research support environment\*





- Exceptional written and verbal communication skills\*
- High level of proficiency in English\*
- Commitment to development of self and others.
- Excellent interpersonal skills including effective communications with people from different scientific disciplines and members of the public.
- Strong work ethic and ability to contribute effectively as part of a team and independently.
- Excellent time management and organisational skills with the ability to work to tight deadlines.
- Excellent IT skills, including use of analytic packages.
- Ability to work flexibly as required and to cope with rapid change.
- Ability to promote and enact equality, diversity and inclusion throughout their role

**\*Criteria to be used in shortlisting candidates for interview**

## Reason for Fixed Term Contract

The reason for the fixed term contract is stated in section 1.9 in the summary of contractual terms in your contract of employment.

## Criminal Declaration

If you become an employee, you must inform your manager immediately, in writing, if you are the subject of any current or future police investigations/legal proceedings, which could result in a criminal offence, conviction, caution, bind-over or charges, or warnings.

## Supporting University Activities

As a University of Leicester citizen, you are expected to support key university activities such as clearing, graduation ceremonies, student registration and recruitment open days. We expect all staff as citizens to work flexibly across the University if required.

## University Values

**Inclusive** - We are diverse in our makeup and united in ambition. Our diversity is our strength and makes our community stronger.

**Inspiring** - We are passionate about inspiring individuals to succeed and realise their ambitions. We challenge our community to think differently, to get involved, and to constantly embrace new ideas.

**Impactful** - As Citizens of Change we will generate new ideas which deliver impact and empower our community

## Equity and Diversity

We believe that equity, diversity and inclusion is integral to a successful modern workplace. By developing and implementing policies and systems that challenge stereotypes across all aspects of our work, we have a culture that recognises and values the diverse contributions of our staff which benefits everyone. Our strong values of inclusivity and equity support our efforts to attract a diverse range of





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## Job Summary

high quality staff and students, and identify our University as a progressive and innovative workplace that mainstreams equity, diversity and inclusion.

