

Operations					
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Business, Finance and Executive Support Officer	Range 3	<p>Provide professional, wide-ranging business, finance and executive support for the Health Determinants Research Collaboration (HDRC) Medway, to ensure delivery against the programme aims and objectives and the requirements of the National Institute for Health and Care Research (NIHR) funding body.</p> <p>Provide assistance including but not limited to, booking meetings and rooms, dairy management, responding to communications, assisting with IT requirements, booking conferences, processing invoices and making travel arrangements.</p>	Required for this level	In addition to level A	In addition to levels A and B
			<p>Qualifications Minimum of 5 GCSEs at Grade 4-9 (C or above) including in English and Maths required.</p> <p>Willingness to work towards Level 3 in Business Administration or equivalent</p>	<p>Qualifications Evidence of continued professional development.</p> <p>Working towards Level 3 in Business Administration or equivalent.</p>	<p>Qualifications Level 3 in Business Administration or equivalent.</p> <p>Evidence of ongoing continuous professional development.</p>

		<p>Act as the first point of contact for internal and external customers and provide a professional and welcoming environment.</p> <p>Liaise with stakeholders in a way that promotes the One Medway Council Plan and embeds our values and behaviours.</p>	<p>Knowledge Knowledge of executive and administrative practices at a senior level, including minute taking, diary management, travel planning, event management.</p> <p>An understanding the Council's committee processes and procedures.</p> <p>Knowledge of GDPR and its importance when handling data and information sharing.</p> <p>An awareness of the Councils financial regulations, guidelines and procedures.</p> <p>A good understanding of relevant policies and procedures in own area of work.</p>	<p>Knowledge Knowledge of council departments, key contacts and role responsibilities.</p> <p>A detailed knowledge of the administration and executive practices and procedures required for the role.</p> <p>An awareness of politically sensitive issues and the political process.</p> <p>Knowledge of payments processes and how to maintain budget sheets.</p> <p>Knowledge of NIHR financial payment frameworks and guides.</p> <p>Knowledge of the diverse population needs of Medway.</p> <p>Developing knowledge of the council divisions and their diverse work, especially in relation to how their work affects the health and wellbeing and inequalities experience by Medway residents.</p> <p>Knowledge of key HDRC stakeholders and how to engage them.</p> <p>An understanding of the HDRC file system</p> <p>Understanding of financial and admin requirements of public engagement activities.</p> <p>A working knowledge of financial systems and basic accounting.</p> <p>A good understanding of equality, diversity and inclusion.</p>	<p>Knowledge An expert knowledge of the technical/specialist or service specific practices and procedures required for the role.</p> <p>Expert knowledge of the financial and budgeting systems required to support the HDRC</p> <p>Knowledge of key source of funding and/or other resources.</p> <p>A good understanding of GDPR legislation and best practice in relation to information sharing.</p> <p>An awareness of the Council's Record Retention Policy and freedom of information protocols.</p>
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			<p>Experience Experience of working to a high level of professionalism.</p> <p>Experience of developing plans for a number of events and activities across a period of at least several months.</p> <p>Experience of dealing with high levels of work-related pressure, for example from deadlines, interruptions and/or conflicting demands.</p> <p>Experience of providing a comprehensive administrative and/or customer support service.</p> <p>Experience of using financial systems to raise purchase orders and process invoices.</p> <p>Experience of updating records accurately using electronic or hard copy filing systems.</p> <p>Experience of providing general information, advice and guidance on internal procedures relating to finance.</p> <p>Experience of undertaking complex minute taking and taking a proactive approach to tracking actions (if required for role).</p>	<p>Experience Minimum of 18 months at 3A</p> <p>Experience of executive administrative practices at a senior level including minute taking, diary management, travel planning, event management.</p> <p>Experience of providing advice and guidance on internal procedures in relation to the functions of the HDRC.</p> <p>Experience of using financial monitoring systems.</p> <p>Experience of working in a local government office.</p> <p>Experience of working independently within recognised procedures and applying initiative when responding independently to unexpected problems or situations, only referring to a supervisor/manager for unusual or difficult problems.</p> <p>Experience of organising complex filing systems involving multiple organisations and advanced demands for restricted access and data security.</p> <p>Experience of dealing with confidential and sensitive data.</p> <p>Experience of coaching/supporting others in their role.</p> <p>Experience of providing project support.</p>	<p>Experience Minimum of 18 months at 3B</p> <p>Demonstrable experience of working with and supporting senior managers and an ability to demonstrate a high level of professionalism, maintain confidentiality and keep sensitive information secure</p> <p>Experience of offering solutions for improvements to working practices and identify where more efficient working could make savings.</p> <p>Experience of supporting the HDRC team to maintain accurate and up-to-date records.</p> <p>Experience supporting senior managers to submit reports.</p> <p>Experience of confidently using specialist IT packages relevant to the service area in which you are working.</p> <p>Experience of contributing to Freedom of Information requests.</p>
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			Skills Ability to undertake executive administrative practices at a senior level including minute taking, diary management, travel planning, event management. Ability to use Microsoft Word, Excel, Teams and Outlook. Ability to demonstrate effective organisational and planning skills. Good interpersonal skills with a confident telephone manner, and the ability to create a welcoming environment for members of the public, staff and stakeholders. Demonstrable ability to work within defined procedures and to work independently, using initiative to deal with situations, referring to supervisor/line manager for unusual or difficult problems. Ability to input data, where care, accuracy, confidentiality and security are important. Ability and willingness to travel to meet requirements of the role. Attention to detail with the ability to proofread. Ability to always maintain confidentiality. Good time management skills.	Skills Ability to act with integrity, consistency and purpose, and take responsibility for own personal development. Ability to confidently and consistently provide good quality advice and guidance based on specialist/technical knowledge. Ability to describe the aims, objectives and importance of the HDRC and promote the programme to council colleagues. Able to assess and manage risks associated with sharing data and information, data security and intellectual property. Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience. Demonstrable ability to explain straightforward tasks to others, where required. Demonstrates the ability to deal with considerable levels of work-related pressure.	Skills Demonstrable ability to improve and adapt record keeping and financial monitoring systems. Expert use of MS Excel sheets and relevant administration/executive software. Advanced people skills which can be used to support the cohesion of the HDRC team and engage expertly with HDRC stakeholders, including the public. Ability to model high levels of professionalism and promote a culture of professional standards. Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Research Engagement Officer	Range 4	Build and maintain a programme of effective engagement activities for the NIHR Health Determinants Research	Required for this level	In addition to level A	In addition to levels A and B

		<p>Collaboration (HDRC) Medway. Work closely with a wide variety of colleagues across Medway Council, the University of Kent and the residents of Medway to ensure participation from those whose involvement or decision-making will affect the ability of the HDRC to achieve its stated aims: to improve health and wellbeing and reduce inequalities for residents of Medway by making Medway Council more research active and embedding a culture of evidence-based decision making.</p> <p>Build relationships and develop an awareness of the HDRC programme among council leaders and officers, residents, academic partners and community organisations.</p> <p>Support HDRC activities to be equitable, diverse and inclusive by collaborating with stakeholders to develop engagement and involvement mechanisms, ensuring meaningful co-production of infrastructure and research, ultimately working towards reducing</p>	<p>Qualifications</p> <p>Professional Qualification: Degree in relevant discipline or equivalent level qualification in a relevant discipline</p> <p>or</p> <p>Professional Experience: Minimum 2 years' experience of working in a position involving engagement work related to health and wellbeing.</p> <p>Minimum of 5 GCSEs at Grade 4-9 (C or above) including in English and Maths required.</p>	<p>Qualifications</p> <p>Evidence of continued personal development</p>	<p>Qualifications</p>
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		health inequalities across Medway, particularly for those who experience the poorest outcomes.	<p>Knowledge Knowledge of MS packages Excel, Word, Teams and PowerPoint</p> <p>Knowledge of a range of activities and methods that can be used to encourage participation.</p> <p>An understanding of how to design and manage projects to improve health and reduce inequalities.</p>	<p>Knowledge Knowledge of public health and HDRC policies, procedures and local authority/public sector regulations relevant to safeguarding and public involvement.</p> <p>Working knowledge of research processes and activities.</p> <p>Knowledge of the HDRC team's roles and responsibilities and the needs of each with regards to engagement support.</p> <p>A developing understanding of the diverse social and ethnic groups of Medway.</p> <p>Developing knowledge of the different functions of Medway council, the roles and responsibilities or directorates and service areas and the direct or indirect effect each may have on health and wellbeing and inequalities.</p> <p>Knowledge of a range of approaches used to engage the public and council staff at different levels, including senior leaders and elected officials.</p> <p>A good understanding of the Engagement and PICE strategies.</p> <p>An understanding of NIHR policy for engagement, including reimbursement for public engagement.</p>	<p>Knowledge Expert knowledge of the connection to health and wellbeing and inequalities of Medway Council directorates and service areas</p> <p>Expert knowledge of a range of approaches used to engage the public and council staff at different levels, including senior leaders and elected officials.</p> <p>A complete understanding of the HDRC engagement and PICE strategies and how they link in with other strategies and the wider business plan and success measures of the HDRC.</p> <p>A full understanding of policies and regulations around public engagement and how to ensure adherence within the HDRC.</p>
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			<p>Experience Experience of delivering public engagement campaigns using coproduction, participation and consultation engagement activities involving a range of stakeholders and partners</p> <p>Experience of working across different teams in multiple organisations</p> <p>Experience of managing/organising groups of people.</p> <p>Experience of coordinating multiple projects, working to specific criteria and focusing on a specific goal.</p> <p>Experience of managing data in accordance with GDPR.</p> <p>Experience of providing presentations and training.</p>	<p>Experience 18 months of satisfactory performance at Level 4A</p> <p>Experience collating data and analysing activities to inform recommendations and best practice for future activities.</p> <p>Experience organising and holding meetings, presenting and leading sessions that support engagement.</p> <p>Experience working towards strategic goals and project plans.</p> <p>Experience successfully engaging local authority staff at varying levels.</p> <p>Experience of supporting public engagement groups and facilitating participation and feedback.</p> <p>Experience working to support knowledge transfer and dissemination of research activities.</p>	<p>Experience 18 months of satisfactory performance at Level 4B</p> <p>Experience of engaging multiple different groups to support research participation and improve research culture.</p> <p>Experience of producing, updating or improving strategic goals and project plans, collating data to demonstrate the effectiveness of the objectives and providing recommendations to senior managers.</p> <p>Experience of working autonomously to improve engagement via novel and innovative approaches.</p> <p>Experience of supporting HDRC dissemination activities (e.g. publications or presentations at regional/national meetings) that showcase local approaches to engagement.</p>
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			<p>Skills</p> <p>Ability to apply the principles of social marketing, and/or behavioural science, to reach specific groups and communities with enabling information and ideas that encourage engagement.</p> <p>Ability to present ideas and activities in a clear, concise and attractive manner that encourages participation.</p> <p>Ability to maintain financial records.</p> <p>Ability to coordinate and develop engagement plans that utilise diverse forms of communication with the public and other stakeholders.</p> <p>Ability to consider the effects of HDRC and local government work on diverse populations, internally and externally, and how engagement must reflect these through diverse approaches and considerations for accessibility and capacity.</p>	<p>Skills</p> <p>Ability to maintain active communication with a diverse population to ensure continual participation and encourage engagement with activities and projects across the HDRC and in wider research activities that affect the council.</p> <p>Ability to explain research activity in clear, concise and accessible ways to encourage engagement from a wider audience.</p> <p>Able to demonstrate the model skills, attitudes that promote and foster community working and the development of trust with communities and partners.</p> <p>Ability to contribute towards written reports and to provide presentations.</p> <p>Ability to provide training to improve engagement.</p> <p>Ability to maintain accurate and clear project plans, evaluate activity and provide recommendations.</p>	<p>Skills</p> <p>Proven ability to lead successful concurrent engagement activities across diverse populations, providing support, assessing risk, monitoring progress, providing feedback and making improvements, and reporting on the outcomes to support HDRC progress against strategic goals.</p>
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Principal Research Governance Officer	Range 6	To establish, develop and maintain ongoing research governance and compliance policies and processes for the National Institute of Health and Care Research (NIHR) Health Determinants	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B

		<p>Research Collaboration (HDRC) Medway, providing technical and professional guidance and investigating any non-compliance or areas requiring improved practice to ensure the safety, legality, and ethical frameworks required for local authority research.</p> <p>To monitor HDRC progress and performance against NIHR and HDRC performance indicators and success measures by creating processes and platforms for collecting, synthesizing and storing insights.</p> <p>To provide detailed performance reports (financial, statistical, qualitative and quantitative), collecting, interpreting, and sharing research insights and demonstrating the programme's performance against the stated aims and objectives of the HDRC Business Plan and Logic Model, and contractual obligations set by the NIHR and research partners.</p>	<p>Qualifications</p> <p>Professional Qualification: Undergraduate degree in related field</p> <p>Or</p> <p>Professional Experience: Demonstrable experience of at least 1 year working in a governance/compliance role in a health or social care setting or other relevant area and</p> <p>Minimum of 5 GCSE (at Grade 4-9 including in English & Maths or equivalent Level 2 qualification</p>	<p>Qualifications</p> <p>Evidence of continued professional development</p>	<p>Qualifications</p>
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			<p>Knowledge Knowledge of National guidance on GDPR and Data management in research.</p> <p>Understanding of financial processes and requirements, particularly those involved in research.</p> <p>Knowledge of quantitative and qualitative research methodologies and data collection methods (experimental and observational), including their ethical and research governance implications.</p> <p>Knowledge of systems and processes for monitoring and reporting against strategic objectives.</p> <p>Knowledge of the complex inter relationships between organisations that pertain to health determinants and how to work with these across various interfaces and settings.</p> <p>Knowledge of the wider determinants of health and the role local government plays in health outcomes.</p> <p>Knowledge of legislation, policies and procedures in relation to equalities and safeguarding</p> <p>A good awareness of the One Medway Council Plan</p>	<p>Knowledge Knowledge of National guidance on GDPR and Data management in research.</p> <p>Knowledge of public health policies, procedures and local authority/public sector regulations.</p> <p>In-depth knowledge of the UK policy framework for health and social care research.</p> <p>Knowledge of research ethics and governance policies and procedures used by academic institutions.</p> <p>Knowledge of NIHR human resource good practice guidance.</p> <p>Knowledge of council departments, general functions and responsibilities.</p> <p>Knowledge of ethical research practice with vulnerable communities.</p>	<p>Knowledge Expert knowledge of the HDRC programme</p> <p>Expert knowledge of the full range of monitoring and reporting systems and processes required for the HDRC, NIHR and wider academic and funding partners.</p>
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			<p>Experience Experience of successfully delivering the research governance function within a research environment (e.g. NHS, HEI or Local Government).</p> <p>Significant experience in the field of information governance. Experience of drafting and submitting successful ethical applications for a range of projects.</p> <p>Experience of delivering effective specialist and technical training and guidance on research governance and compliance issues to a range of audiences.</p> <p>Experience of delivering reports to regional or national organisations.</p> <p>Experience of working to ensure projects are financially compliant.</p> <p>Previous experience working within a multidisciplinary team.</p> <p>Experience of working with the public.</p>	<p>Experience Experience of drafting and submitting ethics applications.</p> <p>Experience of delivering effective advice, training and guidance on monitoring, compliance and governance issues.</p> <p>Experience of supporting research officers to provide ethical and compliant work throughout a research project.</p> <p>Extensive experience of working to ensure projects are financially compliant with funding body requirements.</p> <p>Experience of collaborating and building alliances/partnerships to create new robust and streamlined methods of sharing of ideas, practices, resources, and support that culminate in an effective system of research governance.</p> <p>Experience of monitoring a programme with multiple projects and a range of success measures.</p> <p>Experience of submitting reports at a variety of levels outlining the results of monitoring against an array of programme/project functions.</p>	<p>Experience Experience of implementing governance and compliance frameworks, policies and drafting and submitting successful ethics applications for a range of research projects.</p> <p>Experience of delivering effective advice and guidance on governance issues to leaders, managers, principal investigators and other researchers.</p> <p>Extensive experience of monitoring a programme with multiple projects and a range of success measures and providing accurate, timely reports that can be submitted to governing bodies and/or used to track progress and provide recommendations for improvement.</p> <p>Experience of managing non-compliance and supporting required changes.</p>
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			<p>Skills</p> <p>Excellent written and verbal communication skills, with the ability to write clearly and concisely (particularly in report writing) and communicate with a wide range of people at all levels (including the public) to simplify complex information into manageable and understandable formats.</p> <p>Ability to interpret and advise on legal requirements and governance arrangements.</p> <p>Strong time management skills and a flexible and adaptable approach with the ability to keep track of multiple tasks and to plan and prioritise workload to work effectively under pressure and meet deadlines, often in the face of changing and conflicting demands.</p> <p>Ability to quickly absorb new information and research new topics.</p> <p>A methodical and accurate approach to work with attention to detail and a willingness to adapt and innovate.</p> <p>Ability to work effectively, flexibly, creatively, and cooperatively as a team member as well as working alone.</p> <p>Organisation and time management skills to manage and deliver a range of tasks and projects to tight deadlines, including the ability to manage own workload within defined parameters.</p> <p>Demonstrable skill in the use of spreadsheet, word processing and presentation packages.</p>	<p>Skills</p> <p>Ability to provide advice at pace on GDPR and data management in research.</p> <p>Ability to receive, analyse and handle large volumes of complex, sensitive and highly confidential information.</p> <p>Ability to build expertise in research compliance to ensure appropriate monitoring, governance and compliance policies and practices are in place and support Medway Council to be more research active.</p> <p>Ability to set up accurate monitoring processes and report to a wide range of interested parties, providing recommendations where appropriate.</p> <p>Ability to report effectively with clear and concise details, summaries, areas of concern and recommendations for improvement.</p>	<p>Skills</p> <p>Proven ability to build policy, expertise and processes for independent HDRC research governance.</p> <p>Ability to lead governance and compliance activity throughout HDRC related activity and to provide expert guidance and training where appropriate.</p> <p>Ability to show leadership and effective people management, especially when faced with significant barriers.</p> <p>Ability to act quickly and with intuition to resolve issues around non-compliance or poor governance, finding quick solutions and ensuring that they are implemented.</p>
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			Ability to maintain confidentiality as standard working in an information protection and security focussed team.		
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Research Involvement Project Manager	Range 6	<p>To lead the research promotion and involvement activity for the NIHR Health Determinants Research Collaboration (HDRC) Medway, developing, delivering, updating and evaluating promotion and engagement strategies and activities for the HDRC.</p> <p>To provide expert advice on engagement across the HDRC and ensure proactive and effective knowledge transfer and exchange with HDRC stakeholders. This includes engaging and involving council leaders, council officers, academics, external partners and the public (including diverse local and underserved communities) to maintain interest and involvement in HDRC activities.</p> <p>To lead the promotion of local authority research by providing strategic oversight to marketing activities including reporting the value and progress of the HDRC, demonstrating the effectiveness HDRC-supported research, working with other HDRCs to continuously improve promotion and engagement activity,</p>	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			<p>Qualifications Educated to degree level (or equivalent) in a relevant discipline</p> <p>or</p> <p>Demonstrable experience of at least 2 years working in a project management role related to engagement</p> <p>Minimum of 5 GCSE (at Grade 4-9 including in English & Maths or equivalent Level 2 qualification</p>	<p>Qualifications Evidence of continued professional training in project management and public engagement</p>	<p>Qualifications Accredited qualification minimum level 3 in project management and/or public engagement.</p>

		disseminating research findings, and promoting Medway as an attractive place to undertake funded research.	<p>Knowledge Knowledge of effective project management processes and techniques.</p> <p>Knowledge of effective strategies and techniques involved in engagement with the public and professionals in a corporate setting.</p> <p>Knowledge of the responsibilities and processes involved in line management and leading a team.</p> <p>Knowledge of a range of media and techniques used for effective wide-ranging engagement and information dissemination.</p> <p>Knowledge of how to monitor, measure, report and improve the effectiveness of research promotion and engagement activities.</p> <p>Knowledge of financial processes and budgeting.</p> <p>Knowledge of research promotion principles.</p> <p>An understanding of GDPR and data management.</p>	<p>Knowledge Understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation.</p> <p>Knowledge of public health policies, procedures and local authority/public sector regulations.</p> <p>Knowledge of HDRC policies and processes, including budgets and staff performance monitoring.</p> <p>Knowledge of NIHR policies and guidance relating to communications and engagement.</p> <p>Key understanding of the wider determinants of health and how council activity affects health outcomes for residents.</p> <p>A developed understanding of designing and delivering HDRC promotion and engagement projects/services against a defined set of outcomes.</p> <p>Developed knowledge of working with and through policies and strategies to improve engagement and broaden the impact of HDRC-related activity.</p> <p>Proficiency in data protection laws and regulations.</p> <p>Knowledge of specific promotion and engagement strategies and how to use targeted approaches for maximum benefit.</p> <p>Knowledge of relevant HDRC strategies and the success outcomes for the programme.</p>	<p>Knowledge Extensive knowledge of the HDRC's aims and objectives, processes, relevant budgets, research activity, stakeholders, and promotion/engagement strategies.</p> <p>A deep understanding of the structure, regulations, and policies of the public sector, including knowledge of public procurement, compliance, and ethics.</p> <p>Excellent understanding of relevant policies/initiatives (local authority/NIHR/academic partners etc.) that are relevant to promotion and engagement.</p> <p>Excellent demonstrable knowledge of evidence-based strategies and activities for engaging and communicating with the public, the council and wider stakeholders.</p> <p>An excellent knowledge of project management techniques including project evaluations.</p>
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			<p>Experience Experience managing multiple projects successfully, using effective techniques to manage, monitor and evaluate.</p> <p>Experience of inter-agency working with broad range of statutory and non-statutory organisations.</p> <p>Experience of engaging communities, groups, and individuals, delivering public engagement campaigns using co-production, participation and consultation engagement activities involving a range of stakeholders and partners.</p> <p>Experience and successful track record in managing and motivating a team to deliver outcomes focused approaches that deliver intended objectives, savings and performance targets.</p> <p>Experience of managing risk and effective problem solving. Experience in promoting a service to a broad audience.</p> <p>Experience of providing and adapting reports and presentations to a wide range of diverse people.</p>	<p>Experience Experience of conducting formal project evaluations</p> <p>Experience of influencing and coordinating internal and external stakeholders or groups to increase their engagement with research.</p> <p>Experience of evaluating partnerships and addressing barriers to successful engagement and collaboration.</p> <p>Experience of collaborating to create new solutions to complex problems by promoting innovation and best practice.</p> <p>Experience of effective line management and leading a research promotion and involvement team.</p>	<p>Experience Extensive experience of conducting formal project evaluations</p> <p>Experience of successfully developing and delivering against specific strategic marketing and engagement objectives.</p>

			<p>Skills The ability to undertake direct responsibility for the line management of others, providing direction, empower people to achieve objectives and take responsibility for team members' actions and errors.</p> <p>Able to manage project schedules, resources and budgets, accommodating changes with a robust change management process. This includes skills in project planning, execution and evaluation.</p> <p>Financial management skills including the ability to identify profit-making opportunities and achieve savings.</p> <p>Able to analyse and interpret complex technical, procedural, or specialist information and compose correspondence and reports, using technology as required.</p> <p>Ability to manage data and information in compliance with policy and protocol.</p> <p>Ability to collate and analyse data to produce intelligence that informs decision making, planning, implementation, performance monitoring and evaluation.</p> <p>Ability to work collaboratively and maintain excellent working relationships with a wide range of stakeholders.</p> <p>Ability to use clear and effective communication, negotiation, consultation and influencing skills tailored to meet the needs</p>	<p>Skills Ability to work effectively with key stakeholders, including the council communication and marketing team.</p> <p>Ability to present complex information in an understandable way to a wide range of audiences, taking into consideration the diverse needs.</p> <p>Ability to contribute to marketing strategies and produce engagement strategies that ensure effective knowledge dissemination.</p> <p>Ability to facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals, including line-managed staff.</p> <p>Ability to support a team to use innovative, responsive, evidence-based techniques to encourage culture change across the council so that there is an increase in research activity and engagement with research in general.</p>	<p>Skills Proven ability to effectively evaluate small and large projects, acting upon areas that need improvement and building more effective processes for future projects.</p> <p>Ability to work to long-term strategic goals and provide effective project management that ensures effective promotion, engagement and knowledge transfer of research activities.</p> <p>Ability to contribute to high-level reports and academic papers related to the implementation and evaluation of knowledge dissemination, HDRC research promotion and engagement activities.</p> <p>Ability to respond constructively to political and other tensions while encouraging a focus on the interests of the health and wellbeing of the public.</p> <p>Ability to seek independent assurance throughout programme/project planning and processes within organisational governance frameworks.</p>
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			<p>of a wide range of audiences and stakeholders.</p> <p>Ability to use creative approaches to engagement, promotion and knowledge transfer.</p>		
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior HDRC Programme Manager	Range 7	<p>Manage the HDRC Medway programme as a whole and ensure it is delivered in a timely manner, within budget, with good risk mitigation and that it achieves planned deliverables.</p> <p>Lead NIHR Health Determinants Research Collaboration (HDRC) Medway research operations to provide the roles, tools, and processes needed to support researchers in delivering and scaling the work of the HDRC against its stated aims, including:</p> <ul style="list-style-type: none"> Leading the development and maintenance of research governance and regulatory arrangements. Managing the provision of administrative and executive support to NIHR HDRC Medway (including the Executive Team. Managing the marketing, engagement function of NIHR HDRC Medway to ensure the programme delivers excellent and appropriate marketing, engagement activities to ensure 	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			<p>Qualifications</p> <p>Graduate level qualification in related field</p> <p>or</p> <p>Professional Experience: Demonstrable experience of at least 3 years working in a programme management role in a health or social care setting or other relevant area and</p> <p>Minimum of 5 GCSE (at Grade 4-9 including in English & Maths or equivalent Level 2 qualification</p>	<p>Qualifications</p> <p>Evidence of continued professional development in project management, risk management and research governance.</p>	<p>Qualifications</p> <p>Level 4 Project management accredited qualification and/or commencement of postgraduate management/project management modules at MSc level</p>

		<p>stakeholders are aware of and involved in NIHR HDRC Medway activity</p> <ul style="list-style-type: none"> Overseeing effective knowledge mobilisation and ensure the delivery of excellent public involvement and participation so that the public are at the heart of NIHR HDRC Medway work. 	<p>Knowledge</p> <p>Understanding of project and programme management processes and procedures.</p> <p>Understanding of the wider determinants of health and how council activity affects health outcomes for residents.</p> <p>Knowledge of health and social care policy and local authority/public sector regulations and inspection regimes.</p> <p>An understanding of principles of data quality, data protection and information sharing and how to apply them.</p> <p>An understanding of Council policies and procedures, relevant to role.</p> <p>Knowledge of the Council's financial regulations and processes.</p> <p>An understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities.</p>	<p>Knowledge</p> <p>Knowledge of up-to-date Medway council team management processes and career progression frameworks and recruitment processes.</p> <p>Detailed knowledge of the roles, responsibilities, capacities, strengths and weaknesses of the HDRC Operations Team.</p> <p>An understanding of ethical research practice.</p> <p>A developed understanding of the HDRC programme including key stakeholders and how to engage them.</p> <p>Knowledge of NIHR reporting policies and procedures that affect the HDRC programme.</p> <p>An understanding of designing and delivering HDRC marketing and engagement projects/services against a defined set of outcomes.</p> <p>An understanding of risk-management relevant to the HDRC programme.</p> <p>Knowledge of research compliance</p> <p>Knowledge of the diverse population needs of Medway.</p> <p>Knowledge of the council divisions and their diverse work, especially in relation to how their work affects the health and wellbeing and inequalities experience by Medway residents.</p> <p>Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.</p>	<p>Knowledge</p> <p>Expert knowledge of council team management processes including evaluating team and individual performance, creating and implementing career progression frameworks and team management techniques e.g. reflective practice.</p> <p>A comprehensive understanding of ethical research practice and the application of this knowledge to HDRC specific projects.</p> <p>An expert understanding of measuring and monitoring the HDRC including performance against large and small targets, individual project and programme targets, short and long term risks, impacts of HDRC work on the wider determinants of health and health inequalities.</p>
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			<p>Experience Excellent programme management experience.</p> <p>Experience leading a multidisciplinary team empowering staff to achieve whole system and outcomes focused objectives.</p> <p>Experience of making decisions within an uncertain and continually changing programme delivery environment.</p> <p>Experience of giving accurate and consistent information and advice at formal meetings and other settings.</p> <p>Experience of working effectively with external providers to develop and deliver services.</p> <p>Experience of handling and resolving difficult and complex issues in a calm and productive way in a politically sensitive environment.</p> <p>Experience of managing significant budgets, commissioning services and ensuring value for money.</p> <p>Experience of financial reporting and providing general information, advice and guidance on procedures relating to finance.</p> <p>Experience in the preparation of reports for senior management and/or governing bodies.</p> <p>Experience of working with data to produce intelligence that informs decision making.</p> <p>Experience of assessing and managing risks associated with</p>	<p>Experience Experience of senior programme management in a relevant field.</p> <p>Experience and successful track record of managing and motivating staff to deliver programme outcomes.</p> <p>Experience of designing, managing and evaluating projects and programmes to improve health and reduce health inequalities.</p> <p>Experience of contributing to the ongoing development and achievement of the strategic vision for the HDRC.</p> <p>Experience of assessing and managing data sharing, data security and intellectual property risks for research projects and specific HDRC related projects.</p> <p>Experience of working with public groups to embed co-design and co-production into HDRC activity.</p> <p>Experience of reporting finance and progress to national funding organisations.</p>	<p>Experience Proven experience of successfully leading a research operations team including the creation of robust governance framework.</p> <p>Extensive experience and successful track record of managing and motivating staff to deliver programme outcomes and to improve their professional capacity to perform.</p> <p>Extensive experience of effectively engaging stakeholders (including senior leaders) with proven positive outcomes.</p> <p>Extensive experience of successfully managing programme budgets and accurately reporting to governing bodies.</p>
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			<div>using and sharing data and information, data security and intellectual property.</div> <div>Experience of working with members of the community to improve population health and wellbeing and inform policy.</div>		
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			<p>Skills Proven programme management skills (financial, situational, and organisational) accompanied by strong risk assessment and mitigation ability.</p> <p>Ability to understand complex budgets and multi-partner projects.</p> <p>Ability to prioritise multiple and conflicting priorities and manage the work of a multidisciplinary team.</p> <p>Strong time management skills</p> <p>Ability to recognise and act upon issues around GDPR and compliance with regulations and legislation.</p> <p>Excellent leadership skills with the ability to motivate, inspire and challenge others.</p> <p>Ability to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively.</p> <p>Skills of diplomacy, tact, and political sensitivity.</p> <p>Excellent written and verbal communication, negotiation, consultation and influencing skills.</p> <p>Ability to build and maintain key relationships, securing support and commitment to a course of action.</p> <p>Able to work collaboratively across agencies and boundaries to improve health outcomes and reduce inequalities.</p>	<p>Skills Ability to use project management techniques to support multiple concurrent projects.</p> <p>Ability to handle issues and solve problems, often in a political environment, with minimal supervision and sound judgement.</p> <p>Ability to provide and implement clear strategic plans against a multi-year business plan.</p> <p>Proven ability to identify HDRC programme risks and mitigate against them.</p> <p>Ability to evaluate partnerships with stakeholders and address barriers to successful collaboration, including working with the public to co-design and co-produce HDRC work.</p> <p>Ability to build expertise in research compliance to ensure appropriate monitoring, governance and compliance policies and practices are in place and support Medway Council to be more research active.</p>	<p>Skills Ability to successfully lead a research operations team to achieve the goals of the HDRC.</p> <p>Ability to facilitate organisational change across Medway Council to improve research activity and improve informed decision-making.</p> <p>Proven ability to lead policy development, strategic planning, monitoring and progress reporting, and make recommendations for improvement.</p> <p>Ability to provide guidance on programme/project planning and processes within organisational governance frameworks.</p>
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			<p>Able to work effectively with elected members.</p> <p>Ability to act as a role model to promote equality and ethical practice.</p> <p>Ability to design and implement training.</p> <p>Ability to work autonomously and deal with high levels of work-related time pressure.</p> <p>Ability to ensure compliance with statutory legislation and practice, including mandatory training.</p> <p>Proficient in the use of Microsoft office and project management software.</p>		
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Research					
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Research Officer	Range 4	<p>Support the NIHR Health Determinants Research Collaboration (HDRC) Medway team in the development of research capacity and capability in the council. This includes supporting the synthesis and use of existing research evidence, the development of research projects and seeking opportunities for research funding. This is essential to the prevention of ill health, health improvement and reducing health inequalities.</p> <p>Carry out a range of administrative tasks to support HDRC research activities such as organising and supporting meetings, taking minutes, managing the research team electronic files and verbal and written communications.</p>	Required for this level	In addition to level A	In addition to levels A and B
			<p>Qualifications</p> <p>Undergraduate qualification</p> <p>or</p> <p>2 year’s equivalent relevant experience, reflecting good research skills</p>	<p>Qualifications</p> <p>Evidence of continuous professional development relating to the role requirements.</p>	<p>Qualifications</p>

			<p>Knowledge</p> <p>Knowledge of the wider determinants of health.</p> <p>Knowledge of research methods and techniques such as evidence synthesis, rapid reviews and how to conduct database searches.</p> <p>Knowledge of research analysis and interpretation.</p> <p>An understanding of ethical considerations in conducting research.</p> <p>Knowledge of regulatory requirements and best practices for maintaining confidentiality and integrity in research.</p> <p>An awareness of GDPR legislation and its importance when handling data.</p> <p>An understanding of equal opportunities and treating others with dignity and respect.</p>	<p>Knowledge</p> <p>Knowledge of health inequalities and inequities.</p> <p>Knowledge of the most effective methods of involving and engaging the public, internal and external stakeholders in research activities.</p> <p>An understanding of the HDRC priorities and how this role contributes to these priorities and can explain this to others.</p> <p>An understanding of funding processes and the organisations that provide this.</p> <p>An understanding of the research ethics process.</p>	<p>Knowledge</p> <p>Comprehensive knowledge of a range of research methods and techniques.</p> <p>An understanding of public health principles and practices and the breadth and complexity of Public Health, NHS and local government operations.</p> <p>An understanding of Medway Council's priorities and how the HDRC contributes to these priorities.</p> <p>Knowledge of how research and evidence inform council decision-making.</p> <p>Knowledge of how local research contributes to the regional and national landscapes (e.g. ARC KSS, other HDRCs).</p> <p>An understanding of the local data protection (DPIA) and Diversity Impact Assessment (DIA) processes.</p>
			<p>Experience</p> <p>Experience of using quantitative and/or qualitative research methods.</p> <p>Experience of supporting completion of literature reviews.</p> <p>Experience of communicating research findings to a variety of audiences.</p> <p>Experience of being able to write clearly, concisely and accurately including about potentially complex issues.</p>	<p>Experience</p> <p>Experience of working in research in public health in any setting.</p> <p>Experience of supporting the completion of literature reviews.</p> <p>Experience working within recognised procedures which leave some room for initiative, including lone working.</p> <p>Experience of responding independently to unexpected problems and situations and referring to a supervisor/manager when appropriate.</p> <p>Experience of proactively seeking out new and emerging academic literature and policy documents to keep up to date in key areas.</p>	<p>Experience</p> <p>Experience of working in research in public health in a local authority setting.</p> <p>Experience analysing quantitative and qualitative data.</p> <p>Experience of contributing to the development of research projects, funding bids and research protocols.</p> <p>Experience of taking the initiative in situations.</p>

			<p>Skills</p> <p>Able to synthesise literature on a given topic.</p> <p>Research and communication skills (verbal and written) and a willingness to learn new skills and methods.</p> <p>Able to organise and have an eye for detail with the ability to handle competing deadlines.</p> <p>Ability to build and maintain supportive and empathetic relationships at all levels, including with the public.</p> <p>Ability to work in a team towards project aims, objectives and associated deadlines and to monitor progress against project plans.</p> <p>Commitment to equality and diversity accepting differences and treating everyone fairly.</p> <p>Proficient in the use of Microsoft Office applications including Word, Excel, Outlook, Teams and OneNote.</p> <p>Ability to model high levels of professionalism and professional standards.</p>	<p>Skills</p> <p>Ability to interpret research data, summarise findings and prepare reports.</p> <p>Able to accurately synthesise literature on a given topic and draw evidence-based conclusions.</p> <p>Ability to communicate research findings to a variety of audiences and in different formats.</p> <p>Ability to critically appraise and summarise public health and other literature.</p> <p>Ability to manage deadlines, interruptions or conflicting demands.</p> <p>Able to communicate and develop professional relationships with colleagues across different teams within the organisation and stakeholders.</p> <p>Able to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access and support.</p>	<p>Skills</p> <p>Ability to apply qualitative and quantitative research skills to research projects.</p> <p>Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working.</p> <p>Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences.</p> <p>Demonstrate excellent organisational skills by effectively managing own workload and working independently on set tasks and responsibilities.</p> <p>Ability to start to use negotiation skills.</p> <p>Ability to involve the public in research with an understanding of equality and diversity.</p> <p>Ability to use data analysis software packages.</p> <p>Able to identify own development needs.</p> <p>Able to advise and work with others to share best practice and new knowledge.</p>
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior Public Health Research Officer HDRC	Range 6	Responsible for enabling the NIHR Health Determinants Research Collaboration (HDRC) Medway to implement its strategic objectives by supporting the development of research	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B

		<p>capacity and capability in the council. To synthesis existing research evidence, develop research projects, seek research funding and develop viable research proposals. This is essential to the prevention of ill health, health improvement and reducing health inequalities.</p> <p>Responsible for providing expert advice and guidance on research methodologies, including the design, development, and administration of research studies and funding applications. To ensure research aligns with the priorities of the HDRC and Medway Council.</p> <p>Liaise with stakeholders in a way that promotes the One Medway Council Plan and embeds our values and behaviours.</p>	<p>Qualifications</p> <p>Professional Qualification: Postgraduate qualification, or</p> <p>Professional Experience: Five years relevant experience, reflecting strong research skills, ideally in a discipline relevant to health or public health</p> <p>Minimum of 5 GCSEs at Level 4-9 including in English and Maths or equivalent Level 2 qualification</p>	<p>Qualifications</p> <p>Evidence of continuous professional development relating to the role requirements.</p>	<p>Qualifications</p>
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			<p>Knowledge</p> <p>Knowledge of quantitative and/or qualitative research methods.</p> <p>Knowledge of the determinants of health and of health inequalities and inequities.</p> <p>Knowledge of public health/health improvement drivers, principles and practices and an understanding of the complexity and breadth of Public Health, NHS, and local government operations.</p> <p>Knowledge of research ethics.</p> <p>Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.</p> <p>A good awareness of the One Medway Council Plan.</p>	<p>Knowledge</p> <p>Comprehensive knowledge of funding opportunities and processes both locally, nationally and internationally that HDRCs and local authorities are eligible to apply for.</p> <p>Comprehensive knowledge of emerging developments in public health research that could contribute to future project opportunities.</p> <p>Comprehensive knowledge of Medway Council's priorities and how the HDRC contributes to these.</p> <p>Knowledge of public involvement in the design and development of research projects.</p> <p>An understanding of the local data protection (DPIA) and Diversity Impact Assessment (DIA) processes.</p> <p>Comprehensive knowledge of how local research contributes to the regional and national landscapes (e.g. KSS ARC, other HDRCs) as appropriate.</p> <p>Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.</p>	<p>Knowledge</p> <p>Comprehensive knowledge of local research ethics, governance and management.</p> <p>Comprehensive knowledge of research skills training and development programmes to support delivery of HDRC priorities.</p> <p>Comprehensive knowledge of current public health policy both at the local and national level.</p>
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			<p>Experience Experience of quantitative and/or qualitative research methods.</p> <p>Experience of being able to write clearly, concisely, and accurately about complex issues for various audiences.</p> <p>Experience of conducting evaluations and/or research projects.</p> <p>Experience in critically appraising and synthesising evidence including peer-reviewed papers.</p>	<p>Experience Experience of leading the development and delivery of research projects, funding applications and research protocols that align with HDRC and council research priorities.</p> <p>Experience of contributing to the development and implementation of HDRC programme activities designed to increase research capacity and capability within Medway Council.</p> <p>Experience of working in research in public health in a local authority setting, keeping abreast of developments within the field.</p> <p>Experience of building and maintaining positive relationships at all levels, including with the public, to promote the work of the HDRC and ensure delivery of high-quality products and outcomes.</p>	<p>Experience Experience of leading the development and management of council led or co-led research funding applications in collaboration with council staff, academic, third sector and/or local communities.</p> <p>Experience of developing, delivering and evaluating research skills training to non-specialist audiences.</p> <p>Experience of managing complex projects, assessing and taking account of risks and demonstrating the ability to adapt to changes and problems along the way.</p> <p>Experience of acting as a mentor and supervisor to more junior members of the team to meet HDRC and organisational learning and development requirements.</p>
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			<p>Skills</p> <p>Ability to plan projects/activities, carry out risk assessments and tasks in a structured way, monitor progress against plans and can embed these into working practice.</p> <p>Able to develop and deliver research projects with robust methods.</p> <p>Ability to analyse quantitative and/or qualitative data using data analysis software packages.</p> <p>Demonstrate effective knowledge management skills with the ability to collate and critically appraise evidence.</p> <p>Able to organise and have an eye for detail, with the ability to handle competing deadlines.</p> <p>Able to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access and support.</p> <p>Proficient in the use of Microsoft packages including Word, Excel, Outlook and Teams.</p>	<p>Skills</p> <p>Ability to develop research funding applications.</p> <p>Ability to identify opportunities to undertake or use research and evidence to impact on council decision-making, efficiency and the effective delivery of services.</p> <p>Ability to critically assess possible research projects and partnerships that align with the priorities of HDRC Medway and the council.</p> <p>Ability to rapidly appraise, summarise and clearly present complex and sensitive public health information and other literature to a range of audiences in written and oral form, i.e., reports and presentations.</p> <p>Proactive in keeping up to date with emerging developments in relation to public health research, gathering relevant information on national and local initiatives and legislation and sharing best practice and learning with senior officers, elected members and partner agencies that could contribute to future project opportunities.</p> <p>Ability to think laterally and critically and handle issues and problem-solve, often in a political environment, with minimal supervision and sound judgement.</p> <p>Excellent communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders with an ability to inspire, motivate and support others at all levels to action.</p>	<p>Skills</p> <p>Able to manage complex projects, assessing and taking account of known risks and able to adapt to changes and problems along the way.</p> <p>Able to develop, deliver and appraise research training programmes in group/1-1 settings to internal and external organisations ensuring they are audience appropriate.</p> <p>Evidence of commitment to, and ability to provide, a culture of continuous improvement and proven track record in the successful development and implementation of fundamental improvement/change programmes, ensuring business plans are focused and meet service requirements.</p> <p>Ability to lead, develop and motivate others including directly supervising more junior members of the team on work activities or projects.</p>
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				<p>Able to challenge and enquire with diplomacy and tact whilst maintaining supportive and constructive relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively, and to lead major negotiations.</p> <p>Ability to work with a high degree of autonomy, managing complex or conflicting priorities, often in a political environment.</p>	
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior Public Health Research Manager HDRC	Range 7	<p>Lead the HDRC Medway Research Team to implement its strategic objectives to use and deliver research evidence on the prevention of ill health, health improvement and reducing health inequalities. Specifically, this includes leading the Research Team to synthesise and use existing research evidence, develop research questions, identify funding opportunities, submit viable proposals for funding and deliver research priorities.</p> <p>Deal with complex public health and wider determinants issues, with a focus on the production of research evidence to inform local, regional, and national policy.</p>	<p>Required for this level (in addition to all previous levels, if applicable)</p> <p>Qualifications Professional qualification: Postgraduate qualification or above,</p> <p>or</p> <p>Professional experience: Undergraduate qualification and a minimum of eight years relevant experience, reflecting strong research skills, in a discipline relevant to health or public health.</p> <p>A minimum of 5 GCSE at Grade 4-9 including in English & Maths or equivalent Level 3 qualification</p>	<p>In addition to level A</p> <p>Qualifications Evidence of continuous professional development relating to the role requirements.</p>	<p>In addition to levels A and B</p> <p>Qualifications</p>

			<p>Knowledge Knowledge of quantitative and qualitative research methods, acquired through postgraduate degree level or equivalent.</p> <p>Knowledge of current public health policy, an understanding of health inequalities and the social determinants of health.</p> <p>An understanding of research ethics, information governance and data protection.</p> <p>Knowledge of public involvement in the design and development of research projects.</p>	<p>Knowledge Comprehensive knowledge of health inequalities and the wider determinants of health and how council activity affects health outcomes for local communities. Comprehensive knowledge of Medway Council's priorities and how the HDRC contributes to these.</p> <p>Knowledge of best practice relating to the HDRC and public health, including the work undertaken by other HDRCs.</p> <p>Comprehensive understanding of the complexity and breadth of Public Health, NHS, and local government operations.</p> <p>Comprehensive knowledge of how local research contributes to the regional, national and international landscapes (e.g. KSS ARC, other HDRCs) as appropriate.</p> <p>Knowledge of risk identification and mitigation.</p> <p>Knowledge of the diverse population needs of Medway.</p> <p>Developing knowledge of the council divisions and their diverse work, especially in relation to how their work affects the health and wellbeing and inequalities experience by local communities.</p> <p>Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.</p> <p>A good awareness of the One Medway Council Plan.</p>	<p>Knowledge Knowledge of effective leadership models, theories and frameworks.</p> <p>Comprehensive knowledge of research ethics, governance and management.</p> <p>Expert understanding of the HDRC programme.</p> <p>Comprehensive knowledge of current public health policy both at the local and national level.</p> <p>Knowledge of research funding organisations' financial policies, processes and procedures.</p> <p>Comprehensive knowledge of the diverse population needs of Medway, including diverse ethnic and social groups.</p> <p>Knowledge of the council divisions and the connection to health and wellbeing from the work each undertakes.</p> <p>Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.</p>
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			<p>Experience</p> <p>Experience of quantitative and qualitative research methods, acquired through postgraduate degree level or equivalent.</p> <p>Experience leading a team with a broad range of research and analytical skills to conduct qualitative and quantitative research and provide research consultancy.</p> <p>Experience of developing viable research funding applications in collaboration with partners (including academic, third sector and/or, local communities).</p> <p>Experience of and an aptitude for giving presentations and accurate and consistent advice at formal meetings and in other settings.</p> <p>Experience of delivering excellent written reports for a variety of audiences.</p> <p>Experience of making decisions within an uncertain and continually changing programme delivery environment.</p> <p>Experience of giving accurate and consistent information and advice at formal meetings and other settings.</p> <p>Experience of successfully delivering objectives and finding innovative solutions to problems.</p> <p>Experience in the preparation of reports for senior management and/or governing bodies.</p>	<p>Experience</p> <p>Experience leading a team with a broad range of research and analytical skills to design and/or conduct research and provide research consultancy within a public health setting in a local authority.</p> <p>Experience of designing and managing research projects that aim to improve health and reduce health inequalities.</p> <p>Experience leading a team of researchers to develop viable proposals that aim to secure research funding.</p> <p>Experience of drafting and submitting successful ethics applications for a range of research projects.</p> <p>Experience and successful track record in managing and motivating staff to deliver outcomes focussed approaches to research that deliver intended objectives, savings and performance targets.</p> <p>Experience of and aptitude for delivering a variety of communication products with an understanding of the political context.</p> <p>Experience of contributing to the ongoing development and achievement of the strategic vision for the HDRC.</p> <p>Experience of working effectively with internal and external stakeholders to develop and deliver research products and services.</p> <p>Experience of handling and resolving difficult and complex</p>	<p>Experience</p> <p>Experience of leading the design and/or delivery of large scale research projects and programmes within public health, with a proven and successful track record in delivering robust and evidence-based research products.</p> <p>Experience providing leadership to deliver research products and outcomes.</p> <p>Experience leading the design of training for a range of audiences.</p> <p>Experience supporting and developing colleagues to promote continuous professional improvement.</p> <p>Experience of using research to inform local authority policy and to evaluate the efficacy of projects and policies.</p> <p>Extensive experience of effectively engaging stakeholders, senior leaders with proven positive outcomes.</p> <p>Extensive experience in working in political and democratic systems and with a range of organisation cultures to improve health outcomes and reduce health inequalities.</p>
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				<p>issues in a calm and productive way in a politically sensitive environment.</p> <p>Experience of working with members of the community to improve population health and wellbeing and inform policy.</p> <p>Experience of working with public groups to imbed co-design and co-production into HDRC activity.</p>	
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			<p>Skills</p> <p>Excellent research skills and be able to interpret, analyse and communicate complex information from a variety of sources and to a range of audiences.</p> <p>Able to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively.</p> <p>Proven ability to manage time effectively.</p> <p>Able to think strategically with diplomacy, tact, and political sensitivity.</p> <p>Skilled in communication, negotiation, consultation and influencing and tailored communication to meet the needs of a wide range of audiences and stakeholders.</p> <p>Report writing skills. Ability to identify and apply ethical frameworks when faced with difficult decisions.</p> <p>Ability to instigate change and able to develop service objectives from strategy, ensuring teams are motivated and employee development is linked to service needs.</p> <p>An ability to inspire and motivate others at all levels to action.</p> <p>Able to act as a role model to promote equality and manage diversity in the workplace and service provision, ensuring everyone has appropriate and fair access and support.</p>	<p>Skills</p> <p>Excellent leadership skills with the ability to motivate, inspire and challenge others.</p> <p>Ability to lead the design, implementation and evaluation of research projects that are aligned with the priorities of the council and HDRC.</p> <p>Ability to lead, quality assure, design, implement and deliver education and training programmes to improve skills and competency of council leaders and officers.</p> <p>Provide informed advice on research and associated techniques.</p> <p>Ability to apply research techniques and principles to the evaluation of relevant projects, services and interventions.</p> <p>Ability to influence policy and service development that promotes health improvement and reduces health inequalities.</p> <p>Ability to identify (or support identification of) gaps in current evidence-base that may be addressed through research.</p> <p>Able to prioritise multiple and conflicting priorities, work to tight deadlines and manage the work of a team of researchers.</p> <p>Ability to handle issues and problem solve, often in a political environment, with minimal supervision and sound judgement.</p> <p>An ability to think laterally and critically, plus challenge and</p>	<p>Skills</p> <p>Ability to facilitate organisational change across Medway Council to improve research activity and improve informed decision-making.</p> <p>Ability to innovatively and sensitivity work with public groups to imbed co-design and co-production into HDRC activity.</p> <p>Proven ability to collaborate with stakeholders to create new solutions to complex problems and support autonomy.</p> <p>Proven ability to support council leaders and officers to affect change that results in improved policies and practices that affect the health and wellbeing of Medway residents and reduce inequalities.</p>
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			<p>Evidence of commitment to, and ability to provide, a culture of continuous improvement and proven track record in the successful development and implementation of fundamental improvement/change programmes, ensuring business plans are focused and meet service requirements.</p> <p>Ability to adhere to professional codes of conduct.</p> <p>Ability to ensure compliance with statutory legislation and practice, including mandatory training.</p> <p>Proficient in the use of Microsoft packages including Word, Excel, Outlook PowerPoint and Teams.</p>	<p>enquire whilst maintaining constructive relationships.</p> <p>Ability to take a long-term holistic view and remain focussed, flexible, and resilient during times of change and uncertainty.</p> <p>Able to build and maintain supportive and empathetic relationships, securing people's support and commitment to a course of action or different way of thinking by presenting ideas convincingly and persuasively, and to lead major negotiations.</p> <p>Able to work effectively with elected members.</p> <p>Ability to use project management techniques to support multiple concurrent projects and to work with HDRC staff and stakeholders to keep the programme on track and achieving planned outcomes.</p> <p>Proven ability to identify HDRC programme risks and mitigate against them.</p> <p>Ability to evaluate partnerships with stakeholders and address barriers to successful collaboration, including working with the public to co-design and co-produce HDRC work.</p>	
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