

CONTENTS

OPERATIONS..... 1

Business, Finance and Executive Support Officer 1

Research Engagement Officer 4

Research Involvement Project Manager 6

Principal Research Governance Officer 8

Senior Programme Manager 13

RESEARCH..... 17

Research Assistant..... 17

Principal Research Officer 19

Senior Research Manager..... 21

OPERATIONS					
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Business & Finance Support Officer (Business Services Job Family)	Range 3	Provide comprehensive business, finance, and executive support for the Health Determinants Research Collaboration (HDRC) Medway, ensuring alignment with programme objectives and NIHR requirements. Responsibilities include managing meetings, diaries, communications, IT needs, conferences, invoices, and travel arrangements. Serve as the primary contact for internal and external stakeholders, fostering a	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications Minimum of 5 GCSEs at Grade 4-9 (C or above) including in English and Maths required. Willingness to work towards Level 3 in Business Administration or equivalent	Qualifications Continued professional development. Working towards Level 3 in Business Administration or equivalent.	Qualifications Level 3 in Business Administration or equivalent. Ongoing continuous professional development.
			Knowledge Knowledge of executive and administrative practices at a senior level, including minute taking, diary management, travel planning, event management. An understanding the Council’s committee processes and procedures.	Knowledge Knowledge of council departments, key contacts and role responsibilities. A detailed knowledge of the administration and executive practices and procedures required for the role.	Knowledge An expert knowledge of the technical/specialist or service specific practices and procedures required for the role. Expert knowledge of the financial and budgeting systems required to support the HDRC

		professional and welcoming environment while promoting the One Medway Council Plan and embodying its values and behaviours.	Knowledge of GDPR and its importance when handling data and information sharing. An awareness of the Councils financial regulations, guidelines and procedures. A good understanding of relevant policies and procedures in own area of work.	An awareness of politically sensitive issues and the political process. Knowledge of payments processes and how to maintain budget sheets. Knowledge of NIHR financial payment frameworks and guides. Knowledge of the diverse population needs of Medway. 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. Knowledge of key HDRC stakeholders and how to engage them. An understanding of the HDRC file system Understanding of financial and admin requirements of public engagement activities. A working knowledge of financial systems and basic accounting.	Knowledge of key source of funding and/or other resources. A good understanding of GDPR legislation and best practice in relation to information sharing. An awareness of the Council's Record Retention Policy and freedom of information protocols.
			<u>Experience</u> A minimum of 2 years' experience in a similar role. Experience of working to a high level of professionalism. Experience of developing plans for a number of events and activities across a period of at least several months. Experience of dealing with high levels of work-related pressure, for example from deadlines, interruptions and/or conflicting demands. Experience of providing a comprehensive administrative and/or customer support service. Experience of using financial systems to raise purchase orders and process invoices.	<u>Experience</u> Minimum of 18 months satisfactory performance and attendance at 3A Experience of executive administrative practices at a senior level including minute taking, diary management, travel planning, event management. Experience of providing advice and guidance on internal procedures in relation to the functions of the HDRC. Experience of using financial monitoring systems. Experience of working in a local government office. Experience of working independently within recognised procedures and applying initiative when responding independently to unexpected	<u>Experience</u> Minimum of 18 months satisfactory performance and attendance at 3B Demonstrable experience of working with and supporting senior managers Ability to demonstrate a high level of professionalism, maintain confidentiality and keep sensitive information secure Experience of offering solutions for improvements to working practices and identify where more efficient working could make savings. Experience of supporting the HDRC team to maintain accurate and up-to-date records. Experience supporting senior managers to produce NIHR and Partnership Board reports.

			Experience of updating records accurately using electronic or hard copy filing systems. Experience of providing general information, advice and guidance on internal procedures relating to finance. Experience of undertaking complex minute taking and taking a proactive approach to tracking actions (if required for role).	problems or situations, only referring to a supervisor/manager for unusual or difficult problems. Experience of organising complex filing systems involving multiple organisations and advanced demands for restricted access and data security. Experience of dealing with confidential and sensitive data. Experience of coaching/supporting others in their role. Experience of providing project support.	Experience of confidently using specialist IT packages relevant to the service area in which you are working. Experience of contributing to Freedom of Information requests.
			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.	Skills Ability to act with integrity, consistency and purpose, and take responsibility for own personal development. Ability to communicate in a manner which is easily understood and tailored to meet the needs of the audience. Ability to confidently and consistently provide good quality advice and guidance based on specialist/technical knowledge. Able to assess and manage risks associated with sharing data and information, data security and intellectual property. 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 Involvement Officer	Range 4	Work collaboratively to lead the development and delivery of effective involvement activities for the NIHR Health Determinants Research Collaboration (HDRC) Medway to support inclusive participation and co-production. Build strong relationships and raise awareness of the HDRC programme among council leaders, officers, academic partners, and the wider community, ensuring activities are equitable, diverse, and inclusive. Support the overarching aim of improving health and wellbeing and reducing inequalities in Medway by embedding evidence-based decision-making within the council.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications Minimum of 5 GCSEs at Grade 4-9 (C or above) including in English and Maths required and Minimum 2 years' experience of working in a position involving engagement work related to health and wellbeing.	Qualifications Continuous personal development	Qualifications
			Knowledge Knowledge of MS packages Excel, Word, Teams and PowerPoint Knowledge of a range of activities and methods that can be used to encourage participation. An understanding of how to design and manage projects to improve health and reduce inequalities.	Knowledge Knowledge of public health and HDRC policies, procedures and local authority/public sector regulations relevant to safeguarding and public involvement. Working knowledge of research processes and activities. Knowledge of the HDRC team's roles and responsibilities and the needs of each with regards to engagement support. A developing understanding of the diverse social and ethnic groups of Medway. 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. Knowledge of a range of approaches used to engage the public and council staff at different levels, including senior leaders and elected officials. A good understanding of the Engagement strategy. An understanding of NIHR policy for engagement, including reimbursement for public engagement.	Knowledge Expert knowledge of the connection to health and wellbeing and inequalities of Medway Council directorates and service areas Expert knowledge of a range of approaches used to engage the public and council staff at different levels, including senior leaders and elected officials. 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. A full understanding of policies and regulations around public engagement and how to ensure adherence within the HDRC.
			Experience Minimum 2 years' experience of working in a position involving engagement work related to health and wellbeing.	Experience 18 months of satisfactory performance and attendance at Level 4A	Experience 18 months of satisfactory performance and attendance at Level 4B

			Experience of delivering public engagement campaigns using coproduction, participation and consultation engagement activities involving a range of stakeholders and partners Experience of managing/organising groups of people. Experience of coordinating multiple projects, working to specific criteria and focusing on a specific goal. Experience of managing data in accordance with GDPR. Experience of writing and delivering presentations and training.	Experience using data and analysing activities to inform recommendations and best practice for future activities. Experience organising and holding meetings, presenting and leading sessions that support engagement. Experience working towards strategic goals and project plans. Experience successfully engaging local authority staff at varying levels in order to ensure s uptake of HDRC training and research opportunities. Experience of supporting public engagement groups and facilitating participation and feedback. Experience working to support knowledge transfer and dissemination of research activities.	Experience of engaging multiple different groups to support research participation and improve research culture. 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. Experience of working autonomously to improve engagement via novel and innovative approaches. Experience of supporting HDRC dissemination activities (e.g. publications or presentations at regional/national meetings) that showcase local approaches to engagement.
			Skills 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. Ability to present ideas and activities in a clear, concise and attractive manner that encourages participation. Ability to maintain financial records. Ability to coordinate and develop engagement plans that utilise diverse forms of communication with the public and other stakeholders. 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.	Skills 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. Ability to explain research activity in clear, concise and accessible ways to encourage engagement from a wider audience. Able to demonstrate the model skills, attitudes that promote and foster community working and the development of trust with communities and partners. Ability to contribute towards written reports and to provide presentations. Ability to provide training to improve engagement. Ability to maintain accurate and clear project plans, evaluate activity and provide recommendations.	Skills 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.

Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Research Involvement Project Manager	Range 6	Lead the strategic promotion and involvement activities for the NIHR Health Determinants Research Collaboration (HDRC) Medway by designing, delivering, and evaluating involvement strategies that foster sustained interest and participation. Provide expert guidance on stakeholder involvement and ensure effective knowledge exchange with council leaders, officers, academics, external partners, and the public, including underserved communities. Ensure joined up working across involvement, marketing and communications to highlight the value and impact of HDRC-supported research, collaborate with other HDRCs to enhance involvement practices, disseminate findings, and position Medway as a leading location for funded research.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications Undergraduate degree (or equivalent Level 6 qualification) in a relevant discipline such as: Public Health Social Sciences Science Communication OR A minimum of a Level 4 qualification and at least 3 years in a leadership or management role specifically related to public engagement or research involvement.	Qualifications Continued professional training in project management and public engagement.	Qualifications Continuous Personal Development Accredited qualification minimum level 3 in project management and/or public engagement.
			Knowledge Knowledge of effective project management processes and techniques. Knowledge of effective strategies and techniques involved in engagement with the public and professionals in a corporate setting. Knowledge of the responsibilities and processes involved in line management and leading a team. Knowledge of a range of media and techniques used for effective wide-ranging engagement and information dissemination. Knowledge of how to monitor, measure, report and improve the effectiveness of research promotion and involvement activities. Knowledge of financial processes and budgeting. Knowledge of research promotion principles.	Knowledge Understanding of the technical/specialist or service specific practices and procedures required for the role, including performance monitoring and evaluation. Knowledge of public health policies, procedures and local authority/public sector regulations. Knowledge of HDRC policies and processes, including budgets and staff performance monitoring. Knowledge of NIHR policies and guidance relating to communications and engagement. Key understanding of the wider determinants of health and how council activity affects health outcomes for residents. A developed understanding of designing and delivering HDRC promotion and engagement projects/services against a defined set of outcomes. Developed knowledge of working with and through policies and strategies to improve	Knowledge Extensive knowledge of the HDRC's aims and objectives, processes, relevant budgets, research activity, stakeholders, and involvement strategies. A deep understanding of the structure, regulations, and policies of the public sector, including knowledge of public procurement, compliance, and ethics. Excellent understanding of relevant policies/initiatives (local authority/NIHR/academic partners etc.) that are relevant to promotion and engagement. Excellent demonstrable knowledge of evidence-based strategies and activities for engaging and communicating with the public, the council and wider stakeholders. An excellent knowledge of project management techniques including project evaluations.

			An understanding of GDPR and data management.	involvement and broaden the impact of HDRC-related activity. Proficiency in data protection laws and regulations. Knowledge of specific promotion and engagement strategies and how to use targeted approaches for maximum benefit. Knowledge of relevant HDRC strategies and the success outcomes for the programme.	
			Experience A minimum of 1 year working in a role in public health initiatives, research dissemination, or stakeholder engagement. Experience managing multiple projects successfully, using effective techniques to manage, monitor and evaluate. Experience of inter-agency working with broad range of statutory and non-statutory organisations. 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. Experience and successful track record in managing and motivating a team to deliver outcomes focused approaches that deliver intended objectives, savings and performance targets. Experience of managing risk and effective problem solving. Experience in promoting a service to a broad audience. Experience of providing and adapting reports and presentations to a wide range of diverse people.	Experience 18 months of satisfactory performance and attendance at Level 6a Experience of conducting formal project evaluations Experience of influencing and coordinating internal and external stakeholders or groups to increase their engagement with research. Experience of evaluating partnerships and addressing barriers to successful engagement and collaboration. Experience of collaborating to create new solutions to complex problems by promoting innovation and best practice. Experience of effective line management and leading a research promotion and involvement team.	Experience 18 months of satisfactory performance and attendance at Level 6B Extensive experience of conducting formal project evaluations Experience of successfully developing and delivering against specific strategic marketing and engagement objectives.
			Skills	Skills	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. 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. Financial management skills including the ability to identify profit-making opportunities and achieve savings. Able to analyse and interpret complex technical, procedural, or specialist information and compose correspondence and reports, using technology as required. Ability to manage data and information in compliance with policy and protocol. Ability to work collaboratively and maintain excellent working relationships with a wide range of stakeholders. Ability to use clear and effective communication, negotiation, consultation and influencing skills tailored to meet the needs of a wide range of audiences and stakeholders. Ability to use creative approaches to involvement and knowledge transfer.	Ability to present complex information in an understandable way to a wide range of audiences, taking into consideration the diverse needs. Ability to contribute to marketing strategies and produce engagement strategies that ensure effective knowledge dissemination. Ability to facilitate change (behavioural and/or cultural), in organisations, communities, and/or individuals, including line-managed staff. 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 involvement with research in general.	Proven ability to effectively evaluate small and large projects, acting upon areas that need improvement and building more effective processes for future projects. Ability to work to long-term strategic goals and provide effective project management that ensures effective involvement and knowledge transfer of research activities. Ability to contribute to high-level reports and academic papers related to the implementation and evaluation of knowledge dissemination, HDRC research involvement activities. Ability to respond constructively to political and other tensions while encouraging a focus on the interests of the health and wellbeing of the public. Ability to seek independent assurance throughout programme/project planning and processes within organisational governance frameworks.
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Principal Research Governance Officer	Range 6	Establish and maintain robust research governance and compliance frameworks for the NIHR Health Determinants Research Collaboration (HDRC) Medway, ensuring all activities meet legal, ethical, and safety standards. Provide technical and professional guidance to the	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications Undergraduate degree (or equivalent Level 6 qualification) in a relevant discipline such as: Public Health Law (especially with a focus on health law or ethics) Or	Qualifications Continued professional development	Qualifications

		HDRC team and partners for research governance, ethics and research costing. Produce performance reports to demonstrate the HDRCs performance against programme goals and investigate any non-compliance or areas requiring improved practice.	A Level 5 qualification and at least 4 years' experience in in an advisory or compliance role related to research governance, ethics, or information governance, ideally within a public sector, NHS, or academic setting.		
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			Knowledge Understanding of financial processes and requirements, particularly those involved in research. Knowledge of quantitative and qualitative research methodologies and data collection methods (experimental and observational), including their ethical and research governance implications. Knowledge of systems and processes for monitoring and reporting against strategic objectives. Knowledge of the complex inter relationships between organisations that pertain to health determinants and how to work with these across various interfaces and settings. Knowledge of the wider determinants of health and the role local government plays in health outcomes. Knowledge of legislation, policies and procedures in relation to equalities and safeguarding A good awareness of the One Medway Council Plan	Knowledge Knowledge of National guidance on GDPR and Data management in research. Knowledge of public health policies, procedures and local authority/public sector regulations. In-depth knowledge of the UK policy framework for health and social care research. Knowledge of research ethics and governance policies and procedures used by academic institutions. Knowledge of NIHR human resource good practice guidance. Knowledge of council departments, general functions and responsibilities. Knowledge of ethical research practice with vulnerable communities.	Knowledge Expert knowledge of the HDRC programme Expert knowledge of the full range of monitoring and reporting systems and processes required for the HDRC, NIHR and wider academic and funding partners. Good awareness of UK research infrastructure
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			Experience A minimum of 1 year in a research governance role or closely related field e.g. information governance Experience of successfully delivering the research governance function within a research environment (e.g. NHS, HEI or Local Government). Significant experience in the field of information governance. Experience of drafting and submitting successful ethical applications for a range of projects. Experience of delivering effective specialist and technical training and guidance on research governance and compliance issues to a range of audiences. Experience of delivering reports to regional or national organisations. Experience of working to ensure projects are financially compliant. Previous experience working within a multidisciplinary team. Experience of working with the public.	Experience 18 months of satisfactory performance and attendance at Level 6a Experience of drafting and submitting ethics applications. Experience of delivering effective advice, training and guidance on monitoring, compliance and governance issues. Experience of supporting research officers to provide ethical and compliant work throughout a research project. Extensive experience of working to ensure projects are financially compliant with funding body requirements. 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. Experience of monitoring a programme with multiple projects and a range of success measures. Experience of submitting reports at a variety of levels outlining the results of monitoring against an array of programme/project functions.	Experience 18 months of satisfactory performance and attendance at Level 6b Experience of implementing governance and compliance frameworks, policies and drafting and submitting successful ethics applications for a range of research projects. Experience of delivering effective advice and guidance on governance issues to leaders, managers, principal investigators and other researchers. 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. Experience of managing non-compliance and supporting required changes.
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			Skills 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. Ability to interpret and advise on legal requirements and governance arrangements. 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. Ability to quickly absorb new information and research new topics. A methodical and accurate approach to work with attention to detail and a willingness to adapt and innovate. Ability to work effectively, flexibly, creatively, and cooperatively as a team member as well as working alone. Demonstrable skill in the use of spreadsheet, word processing and presentation packages. Ability to maintain confidentiality as standard working in an information protection and security focussed team.	Skills Ability to provide advice at pace on GDPR and data management in research. Ability to receive, analyse and handle large volumes of complex, sensitive and highly confidential information. 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. Ability to set up accurate monitoring processes and report to a wide range of interested parties, providing recommendations where appropriate. Ability to report effectively with clear and concise details, summaries, areas of concern and recommendations for improvement.	Skills Proven ability to build policy, expertise and processes for independent HDRC research governance. Ability to lead governance and compliance activity throughout HDRC related activity and to provide expert guidance and training where appropriate. Ability to show leadership and effective people management, especially when faced with significant barriers. 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.
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)

Senior Programme Manager	Range 7	Oversee the full delivery of the HDRC Medway programme, ensuring it is executed on time, within budget, and meets its deliverables through effective risk management and operational leadership. Lead research operations by establishing governance frameworks, managing administrative and executive support, and coordinating marketing and involvement functions.	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			Qualifications Undergraduate degree (or equivalent Level 6 qualification) that includes a relevant discipline such as: Public Health Social Science Project Management OR A level 5 qualification and at least 2 years' experience at a senior programme management level	Qualifications Continued professional development in project management, risk management and research governance.	Qualifications Level 4 Project management accredited qualification and/or commencement of postgraduate management/project management modules at MSc level

		Ensure strong public involvement and knowledge mobilisation, placing the community at the heart of HDRC activities and supporting the programme's strategic aims to improve health outcomes and reduce inequalities.	Knowledge Understanding of project and programme management processes and procedures. Understanding of the wider determinants of health and how council activity affects health outcomes for residents. Knowledge of health and social care policy and local authority/public sector regulations and inspection regimes. An understanding of principles of data quality, data protection and information sharing and how to apply them. An understanding of Council policies and procedures, relevant to role. Knowledge of the Council's financial regulations and processes. An understanding of the ethical dilemmas that might be faced when promoting population health and reducing health inequalities.	Knowledge Knowledge of up-to-date Medway council team management processes and career progression frameworks and recruitment processes. Detailed knowledge of the roles, responsibilities, capacities, strengths and weaknesses of the HDRC Operations Team. An understanding of ethical research practice. A developed understanding of the HDRC programme including key stakeholders and how to engage them. Knowledge of NIHR reporting policies and procedures that affect the HDRC programme. An understanding of designing and delivering HDRC marketing and engagement projects/services against a defined set of outcomes. An understanding of risk-management relevant to the HDRC programme. Knowledge of research compliance Knowledge of the diverse population needs of Medway. 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. Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.	Knowledge 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. A comprehensive understanding of ethical research practice and the application of this knowledge to HDRC specific projects. 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.
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			Experience At least 5 years' experience in a role involving programme management Experience leading a multidisciplinary team empowering staff to achieve whole system and outcomes focused objectives. Experience of making decisions within an uncertain and continually changing programme delivery environment. Experience of giving accurate and consistent information and advice at formal meetings and other settings. Experience of working effectively with external providers to develop and deliver services. Experience of handling and resolving difficult and complex issues in a calm and productive way in a politically sensitive environment. Experience of managing significant budgets, commissioning services and ensuring value for money. Experience of financial reporting and providing general information, advice and guidance on procedures relating to finance. Experience in the preparation of reports for senior management and/or governing bodies. Experience of working with data to produce intelligence that informs decision making. Experience of assessing and managing risks associated with using and sharing data and information, data security and intellectual property. Experience of working with members of the community to improve population health and wellbeing and inform policy.	Experience 18 months of satisfactory performance and attendance at Level 7a Experience of senior programme management in a relevant field. Experience and successful track record of managing and motivating staff to deliver programme outcomes. Experience of designing, managing and evaluating projects and programmes to improve health and reduce health inequalities. Experience of contributing to the ongoing development and achievement of the strategic vision for the HDRC. Experience of assessing and managing data sharing, data security and intellectual property risks for research projects and specific HDRC related projects. Experience of working with public groups to embed co-design and co-production into HDRC activity. Experience of reporting finance and progress to national funding organisations.	Experience 18 months of satisfactory performance and attendance at Level 7b Proven experience of successfully leading a research operations team including the creation of robust governance framework. Extensive experience and successful track record of managing and motivating staff to deliver programme outcomes and to improve their professional capacity to perform. Extensive experience of effectively engaging stakeholders (including senior leaders) with proven positive outcomes. Extensive experience of successfully managing programme budgets and accurately reporting to governing bodies.
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			Skills Proven programme management skills (financial, situational, and organisational) accompanied by strong risk assessment and mitigation ability. Ability to understand complex budgets and multi-partner projects. Ability to prioritise multiple and conflicting priorities and manage the work of a multidisciplinary team. Strong time management skills Ability to recognise and act upon issues around GDPR and compliance with regulations and legislation. Excellent leadership skills with the ability to motivate, inspire and challenge others. Ability to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively. Skills of diplomacy, tact, and political sensitivity. Excellent written and verbal communication, negotiation, consultation and influencing skills. Ability to build and maintain key relationships, securing support and commitment to a course of action. Able to work collaboratively across agencies and boundaries to improve health outcomes and reduce inequalities. Able to work effectively with elected members. Ability to act as a role model to promote equality and ethical practice. Ability to design and implement training.	Skills Ability to use project management techniques to support multiple concurrent projects. Ability to handle issues and solve problems, often in a political environment, with minimal supervision and sound judgement. Ability to provide and implement clear strategic plans against a multi-year business plan. Proven ability to identify HDRC programme risks and mitigate against them. 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. 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.	Skills Ability to successfully lead a research operations team to achieve the goals of the HDRC. Ability to facilitate organisational change across Medway Council to improve research activity and improve informed decision-making. Proven ability to lead policy development, strategic planning, monitoring and progress reporting, and make recommendations for improvement. Ability to provide guidance on programme/project planning and processes within organisational governance frameworks.
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			Ability to work autonomously and deal with high levels of work-related time pressure.		
			Ability to ensure compliance with statutory legislation and practice, including mandatory training.		
			Proficient in the use of Microsoft office and project management software.		
RESEARCH					
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Research Assistant	Range 3	Support the development of research capacity within Medway Council by facilitating the use of existing evidence, assisting in the creation of new research projects, and identifying funding opportunities to advance public health and reduce inequalities. Provide administrative support for HDRC research activities, including organising meetings, taking minutes, managing electronic files, and handling communications, ensuring smooth and effective research operations.	Required for this level	In addition to level A	In addition to levels A and B
			Qualifications Undergraduate degree such as in: Public Health Health Sciences Biomedical Sciences Social Sciences Psychology Statistics or Data Science (especially for quantitative research roles)	Qualifications Continuous professional development relating to the role requirements.	Qualifications
			Knowledge Knowledge of the wider determinants of health. Knowledge of research methods and techniques such as evidence synthesis, rapid reviews and how to conduct database searches. Knowledge of research analysis and interpretation. An understanding of ethical considerations in conducting research. Knowledge of regulatory requirements and best practices for maintaining confidentiality and integrity in research. An awareness of GDPR legislation and its importance when handling data.	Knowledge Knowledge of health inequalities and inequities. Knowledge of the most effective methods of involving and engaging the public, internal and external stakeholders in research activities. An understanding of the HDRC priorities and how this role contributes to these priorities and can explain this to others. An understanding of funding processes and the organisations that provide this. An understanding of the research ethics process.	Knowledge Comprehensive knowledge of a range of research methods and techniques. An understanding of public health principles and practices and the breadth and complexity of Public Health, NHS and local government operations. An understanding of Medway Council’s priorities and how the HDRC contributes to these priorities. Knowledge of how research and evidence inform council decision-making. Knowledge of how local research contributes to the regional and national landscapes (e.g. ARC KSS, other HDRCs). An understanding of the local data protection (DPIA) and Diversity Impact Assessment (DIA) processes.

			An understanding of equal opportunities and treating others with dignity and respect.		
			Experience Experience of using quantitative and/or qualitative research methods. Experience of communicating research findings to a variety of audiences. Experience of being able to write clearly, concisely and accurately including about potentially complex issues.	Experience 18 months of satisfactory performance and attendance at Level 3A in research in public health in any setting. Experience of supporting the completion of literature reviews. Experience working within recognised procedures which leave some room for initiative, including lone working. Experience of responding independently to unexpected problems and situations and referring to a supervisor/manager when appropriate. Experience of proactively seeking out new and emerging academic literature and policy documents to keep up to date in key areas.	Experience 18 months of satisfactory performance and attendance at Level 3B in research in public health in a local authority setting. Experience analysing quantitative and qualitative data. Experience of contributing to the development of research projects, funding bids and research protocols. Experience of taking the initiative in situations.
			Skills Able to synthesise literature on a given topic. Research and communication skills (verbal and written) and a willingness to learn new skills and methods. Able to organise and have an eye for detail with the ability to handle competing deadlines. Ability to build and maintain supportive and empathetic relationships at all levels, including with the public. Ability to work in a team towards project aims, objectives and associated deadlines and to monitor progress against project plans. Commitment to equality and diversity accepting differences and treating everyone fairly.	Skills Ability to interpret research data, summarise findings and prepare reports. Able to accurately synthesise literature on a given topic and draw evidence-based conclusions. Ability to communicate research findings to a variety of audiences and in different formats. Ability to critically appraise and summarise public health and other literature. Ability to manage deadlines, interruptions or conflicting demands. Able to communicate and develop professional relationships with colleagues across different teams within the organisation and stakeholders.	Skills Ability to apply qualitative and quantitative research skills to research projects. Ability to use own judgement and creativity to assess situations, solve problems and adapt to new ways of working. Ability to use well developed communication skills to present complex/sensitive information in an understandable way, to a range of audiences. Demonstrate excellent organisational skills by effectively managing own workload and working independently on set tasks and responsibilities. Ability to start to use negotiation skills. Ability to involve the public in research with an understanding of equality and diversity. Ability to use data analysis software packages. Able to identify own development needs. Able to advise and work with others to share best practice and new knowledge.

			Proficient in the use of Microsoft Office applications including Word, Excel, Outlook, Teams and OneNote.		Ability to model high levels of professionalism
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Principal Research Officer	Range 6	Deliver high-quality research outputs aligned with council priorities, including evidence syntheses, training programmes, and funded projects. Lead and manage council-led or co-led research studies, ensuring ethical compliance and risk management. Stay informed on public health research developments and policy changes to share best practices and inform future opportunities. Build strong relationships across all levels, including with the public, to promote HDRC work and ensure impactful outcomes. Coordinate project proposals and support implementation, while contributing to staff development through mentoring and learning programmes that meet organisational needs.	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			Qualifications Postgraduate qualification in a subject such as: Epidemiology Health Policy Health Data Science Global Health Health Economics	Qualifications Continuous professional development relating to the role requirements.	Qualifications
			Knowledge Knowledge of quantitative and/or qualitative research methods. Knowledge of the determinants of health and of health inequalities and inequities. 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. Knowledge of research ethics. Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding.	Knowledge Comprehensive knowledge of funding opportunities and processes both locally, nationally and internationally that HDRCs and local authorities are eligible to apply for. Comprehensive knowledge of emerging developments in public health research that could contribute to future project opportunities. Comprehensive knowledge of Medway Council's priorities (e.g., the One Medway Council Plan, strategic health and wellbeing plans for example) and how the HDRC contributes to these. Knowledge of public involvement in the design and development of research projects. An understanding of the local data protection (DPIA) and Diversity Impact Assessment (DIA) processes. Comprehensive knowledge of how local research contributes to the regional and national landscapes (e.g. KSS ARC, other HDRCs) as appropriate.	Knowledge Comprehensive knowledge of local research ethics, governance and management. Comprehensive knowledge of research skills training and development programmes to support delivery of HDRC priorities. Comprehensive knowledge of current public health policy both at the local and national level.
			Experience	Experience	Experience

			A minimum of 3 years' experience in a research role Experience of quantitative and/or qualitative research methods. Experience of being able to write clearly, concisely, and accurately about complex issues for various audiences. Experience of conducting evaluations and/or research projects. Experience in critically appraising and synthesising evidence including peer-reviewed papers.	18 months of satisfactory performance and attendance at Level 6A Experience of leading the development and delivery of research projects, funding applications and research protocols that align with HDRC and council research priorities. Experience of contributing to the development and implementation of HDRC programme activities designed to increase research capacity and capability within Medway Council. Experience of working in research in public health in a local authority setting, keeping abreast of developments within the field. 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.	18 months of satisfactory performance and attendance at Level 6B 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. Experience of developing, delivering and evaluating research skills training to non-specialist audiences. Experience of managing complex projects, assessing and taking account of risks and demonstrating the ability to adapt to changes and problems along the way. Experience of acting as a mentor and supervisor to more junior members of the team to meet HDRC and organisational learning and development requirements.
			Skills Ability to plan projects/activities, carry out risk assessments and tasks in a structured way, monitor progress against plans and embed these into working practice. Able to develop and deliver research projects with robust methods. Ability to analyse quantitative and/or qualitative data using data analysis software packages. Demonstrate effective knowledge management skills with the ability to collate and critically appraise evidence. Able to organise and have an eye for detail, with the ability to handle competing deadlines. 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.	Skills Ability to develop research funding applications. Ability to identify opportunities to undertake or use research and evidence to impact on council decision-making, efficiency and the effective delivery of services. Ability to critically assess possible research projects and partnerships that align with the priorities of HDRC Medway and the council. 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. 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	Skills Able to plan and/or manage complex projects, assessing and taking account of known risks and able to adapt to changes and problems along the way. Able to develop, deliver and appraise research training programmes in group/1-1 settings to internal and external organisations ensuring they are audience appropriate. 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. Ability to lead, develop and motivate others including directly supervising more junior members of the team on work activities or projects.

			Proficient in the use of Microsoft packages including Word, Excel, Outlook and Teams.	agencies that could contribute to future project opportunities. Ability to think laterally and critically and handle issues and problem-solve, often in a political environment, with minimal supervision and sound judgement. 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. 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. Ability to work with a high degree of autonomy, managing complex or conflicting priorities, often in a political environment.	
Job Title	Range	Duties	Level A (Developing)	Level B (Practising)	Level C (Accomplished)
Senior Research Manager	Range 7	Manage a multidisciplinary team of Senior Public Health Research Officers and University of Kent researchers, overseeing recruitment, appraisals, and development to ensure high performance and service quality. Lead the delivery of impactful research products aligned with council priorities, while maintaining effective systems and practices as part of the HDRC Executive Team. Stay current with research developments to inform policy and practice, represent HDRC at key meetings, and communicate complex insights to diverse stakeholders.	Required for this level (in addition to all previous levels, if applicable)	In addition to level A	In addition to levels A and B
			Qualifications Postgraduate qualification in a subject such as: - Epidemiology - Health policy and systems - Research methods - Health promotion and protection - Data analysis and interpretation	Qualifications Continuous professional development relating to the role requirements.	Qualifications
			Knowledge Knowledge of quantitative and qualitative research methods, acquired through postgraduate degree level or equivalent.	Knowledge Comprehensive knowledge of health inequalities and the wider determinants of health and how council activity affects health outcomes for local communities.	Knowledge Knowledge of effective leadership models, theories and frameworks. Comprehensive knowledge of research ethics, governance and management.

		Promote collaboration and best practice across all levels, identify and mitigate risks, and ensure projects are delivered on time, within budget, and to a high standard.	Knowledge of current public health policy, an understanding of health inequalities and the social determinants of health. An understanding of research ethics, information governance and data protection. Knowledge of public involvement in the design and development of research projects.	Comprehensive knowledge of Medway Council's priorities and how the HDRC contributes to these. Knowledge of best practice relating to the HDRC and public health, including the work undertaken by other HDRCs. Comprehensive understanding of the complexity and breadth of Public Health, NHS, and local government operations. Comprehensive knowledge of how local research contributes to the regional, national and international landscapes (e.g. KSS ARC, other HDRCs) as appropriate. Knowledge of risk identification and mitigation. Knowledge of the diverse population needs of Medway. 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. Knowledge of legislation, policies and procedures in relation to GDPR and data protection, equalities and safeguarding. A good awareness of the One Medway Council Plan.	Expert understanding of the HDRC programme. Comprehensive knowledge of current public health policy both at the local and national level. Knowledge of research funding organisations' financial policies, processes and procedures. Knowledge of the council divisions and the connection to health and wellbeing from the work each undertakes. Good understanding of the One Medway Council Plan and service plan and how the service will deliver successful outcomes.
			Experience A minimum of 3 years' experience in a research leadership role. Experience of quantitative and qualitative research methods, acquired through postgraduate degree level or equivalent. Experience leading a team with a broad range of research and analytical skills to conduct qualitative and quantitative research and provide research consultancy. Experience of developing viable research funding applications in collaboration with partners (including academic, third sector and/or, local communities). Experience of and an aptitude for giving	Experience 18 months of satisfactory performance and attendance at Level 7A 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. Experience of designing and managing research projects that aim to improve health and reduce health inequalities. Experience leading a team of researchers to develop viable proposals that aim to secure research funding.	Experience 18 months of satisfactory performance and attendance at Level 7B 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. Experience providing leadership to deliver research products and outcomes. Experience leading the design of training for a range of audiences.

			presentations and accurate and consistent advice at formal meetings and in other settings. Experience of delivering excellent written reports for a variety of audiences. Experience of making decisions within an uncertain and continually changing programme delivery environment. Experience of giving accurate and consistent information and advice at formal meetings and other settings. Experience of successfully delivering objectives and finding innovative solutions to problems. Experience in the preparation of reports for senior management and/or governing bodies.	Experience of drafting and submitting successful ethics applications for a range of research projects. 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. Experience of and aptitude for delivering a variety of communication products with an understanding of the political context. Experience of contributing to the ongoing development and achievement of the strategic vision for the HDRC. Experience of working effectively with internal and external stakeholders to develop and deliver research products and services. Experience of handling and resolving difficult and complex issues in a calm and productive way in a politically sensitive environment. Experience of working with public groups to imbed co-design and co-production into HDRC activity.	Experience supporting and developing colleagues to promote continuous professional improvement. Experience of using research to inform local authority policy and to evaluate the efficacy of projects and policies. Extensive experience of effectively engaging stakeholders, senior leaders with proven positive outcomes. Extensive experience in working in political and democratic systems and with a range of organisation cultures to improve health outcomes and reduce health inequalities.
			<u>Skills</u> Excellent research skills and be able to interpret, analyse and communicate complex information from a variety of sources and to a range of audiences. Able to build and develop productive teams, setting clear objectives and identifying better ways of working, managing change effectively. Proven ability to manage time effectively. Able to think strategically with diplomacy, tact, and political sensitivity. Skilled in communication, negotiation, consultation and influencing and tailored communication to meet the needs of a wide range of audiences and stakeholders.	<u>Skills</u> Excellent leadership skills with the ability to motivate, inspire and challenge others. Ability to lead the design, implementation and evaluation of research projects that are aligned with the priorities of the council and HDRC. Ability to lead, quality assure, design, implement and deliver education and training programmes to improve skills and competency of council leaders and officers. Provide informed advice on research and associated techniques. Ability to apply research techniques and principles to the evaluation of relevant projects, services and interventions.	<u>Skills</u> Ability to facilitate organisational change across Medway Council to improve research activity and improve informed decision-making. Ability to innovatively and sensitivity work with public groups to imbed co-design and co-production into HDRC activity. Proven ability to collaborate with stakeholders to create new solutions to complex problems and support autonomy. 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.

			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. Report writing skills. Ability to identify and apply ethical frameworks when faced with difficult decisions. Ability to instigate change and able to develop service objectives from strategy, ensuring teams are motivated and employee development is linked to service needs. An ability to inspire and motivate others at all levels to action. 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. 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. Ability to adhere to professional codes of conduct. Ability to ensure compliance with statutory legislation and practice, including mandatory training. Proficient in the use of Microsoft packages including Word, Excel, Outlook PowerPoint and Teams.	Ability to influence policy and service development that promotes health improvement and reduces health inequalities. Ability to identify (or support identification of) gaps in current evidence-base that may be addressed through research. Able to prioritise multiple and conflicting priorities, work to tight deadlines and manage the work of a team of researchers. Ability to handle issues and problem solve, often in a political environment, with minimal supervision and sound judgement. An ability to think laterally and critically, plus challenge and enquire whilst maintaining constructive relationships. Ability to take a long-term holistic view and remain focussed, flexible, and resilient during times of change and uncertainty. 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. Able to work effectively with elected members. 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.	
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