

Kent County Council

Job Description: *Public Research Co-Ordinator (PRC)*

Directorate:	Adult Social Care and Health
Unit/Section:	Public Health
Grade:	KR9 (12 months fixed term OR secondment opportunity) 0.6 FTE
Responsible to:	Public Health Specialist

Purpose of the Job:

To develop trusted and sustained relationships with the Gypsy Roma and Traveller community members, working closely with key stakeholders and utilizing already established links into the community.

To develop and introduce the research agenda to the Gypsy, Roma and Traveller communities, increasing participation in NIHR portfolio research studies, whilst also addressing any concerns regarding participation in these studies.

To act as a source of advice and guidance regarding research related activities for these communities and support potential facilitators to develop in their roles to ensure sustained delivery of high-quality research participation.

To raise awareness of wider health and social care services and provide opportunity for further qualitative research to commence.

Main duties and responsibilities:

- Following successful funding from the NIHR CRN KSS, you will be responsible for raising awareness of the NIHR portfolio research studies to the Gypsy Roma Traveller communities and increase participation from this community into such studies.
- You will work to build trusted, sustained and effective relationships with the GRT community enabling the work to progress swiftly and effectively.
- Work with partners to liaise, network and influence a broad range of internal and external stakeholders. Establishment of systems and working with stakeholders to disseminate involvement opportunities and forge links with researchers needing input from the GRT community.
- Collaborate with the CRN KSS patient and public engagement team and develop greater involvement and engagement where appropriate.
- Plan and implement projects/initiatives to support the delivery of the CRN KSS plan.
- Explain highly complex information about clinical research projects to those with little or no prior knowledge or experience, both verbally and in written materials.

- Co-develop an induction programme, including a research package, ensuring it meets the learning needs and relevant policies. Ensure that training and information is available, accessible and responsive to the needs of the community.
- Co-ordinate, organize and facilitate training sessions for Research Connectors and workshops / events for Research Champions; supporting the administration with organizing meetings and events, capturing information and producing reports to support the CRN KSS agenda.
- Awareness of current research projects available and wider context that is relevant to the Gypsy Roma Traveller community. Ensure that this work aligns with wider ongoing health needs assessment in Public Health and objectives.
- Monitor wider implications of the work across functions. Identify potential opportunity and/or issues and look to resolve them swiftly, courteously, promptly and efficiently. Proactively demonstrate problem solving skills for complex problems.
- Provide regular reports on Key Project Indicators (KPIs) for the CRN KSS. Produce final report to feedback findings to the CRN KSS team once the project ends.
- Under supervision of PH specialist, manage CRN budget allocated to this project.
- Develop new skills and techniques as required to deliver objectives of the role. Be flexible in approach to work as the role requires flexibility.
- The list is not exhaustive and other duties might be expected.

Footnote: This job description is provided to assist the job holder to know what their main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post.

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Person Specification: *Public Research Co-Ordinator (PRC)*

The following outlines the criteria for this post. Applicants who have a disability and who meet the criteria will be shortlisted.

Applicants should describe in their application how they meet these criteria.

	CRITERIA
EXPERIENCE	<ul style="list-style-type: none">• Experience working in research, including ethical practices.• Experience working with communities / undertaking public engagement, including methodologies to apply.• Project management experience – leading a project from conception to end and involving multiple agencies and individuals in a range of tasks to a tight budget.
SKILLS AND ABILITIES	<ul style="list-style-type: none">• Awareness and understanding of research and its importance.• An effective facilitator.• Attention to detail.• Ability to work autonomously.• A high degree of organization, innovation and flexibility to manage competing priorities effectively.• Ability to problem solve.• Ability to work to tight deadlines and under pressure.• Excellent time management skills, ability to prioritize and work proactively.• Ability to establish a role and develop collaborative working relationships with different teams.• Excellent interpersonal, communication, presentation and report writing skills.• Ability to negotiate with staff at all levels.• Ability to work with sensitivity and tact with sensitive or contentious information.• Excellent IT skills.
KNOWLEDGE	<ul style="list-style-type: none">• Good understanding of the GRT community, including historical context.• Understanding of health and social care services and support available in Kent.• Some understanding of the research process.• Some understanding of the NIHR and the CRN locally.
KENT VALUES AND CULTURAL ATTRIBUTES	<p>Kent Values:</p> <ul style="list-style-type: none">• We are brave. We do the right thing, we accept and offer challenge• We are curious to innovate and improve• We are compassionate, understanding and respectful to all• We are strong together by sharing knowledge• We are all responsible for the difference we make

	<p>Our values enable us to build a culture that is:</p> <p>Flexible/agile - willing to take (calculated) risks and want people that are flexible and agile</p> <p>Curious - constantly learning and evolving</p> <p>Compassionate and Inclusive - compassionate, understanding and respectful to all</p> <p>Working Together - building and delivering for the best interests of Kent</p> <p>Empowering - Our people take accountability for their decisions and actions</p> <p>Externally Focused - Residents, families and communities at the heart of decision making</p>
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