

## Job Description

<b>Job Title:</b>	<b>Research Fellow in Drug Education</b>
<b>Job Ref:</b>	<b>HED498</b>
<b>Campus:</b>	<b>Hendon</b>
<b>Grade:</b>	<b>Grade 7</b>
<b>Starting Salary:</b>	<b>£41,990 per annum inclusive of Outer London Weighting rising to £48,228 incrementally each year</b>
<b>Hours:</b>	<b>35.5 hours per week, actual daily hours by arrangement</b>
<b>Period:</b>	<b>Temporary</b>
<b>Reporting To:</b>	<b>Professor in Criminology</b>

**Reporting to  
Job Holder:**

### **Role Summary**

The role will be held by a postdoctoral researcher capable of shaping and carrying through research projects or strands of major programmes. The researcher will support project management, assist with the design and piloting of research instruments, conduct both qualitative and quantitative data collection (interviews, focus groups and surveys) and data analysis (quantitative and qualitative), and participate in dissemination activities.

### **Job Purpose**

To contribute to the study A REAList evaluation of the feasibility of a school-based, multi-component Drug Education Programme (REAL-DEP) by providing research and support using both qualitative and quantitative approaches, and to undertake data collection, analysis and dissemination to complete the project

### **Main responsibilities**

#### **Research and knowledge transfer**

- Individually and with others, contribute to the research project through the design and piloting of research instruments (questionnaires, interview and focus group schedules), undertaking fieldwork by conducting interviews and focus groups and overseeing questionnaire completion, analysing both quantitative and qualitative data and writing up the results.
- Maintaining oversight and managing the quantitative database including liaising with the external partners to ensure the safe transfer of data for analysis
- Individually and with others, to play a key role in the writing and production of research reports, conference papers and peer-reviewed journals.
- To attend research meetings and liaise as required with the programme delivery team.

#### **Academic Leadership and Management**

- Liaise with project and programme partners internally and externally to support the delivery of the research project.
- To be available to travel between recruitment sites in London, Surrey and Cumbria.
- Undertake other activities, as required.

**Leave:** 30 days per annum plus eight Bank Holidays and seven University days taken at Christmas (pro rata for part-time staff) which may need to be taken as time off in lieu.

### **Fixed Term Contract**

This temporary appointment is for the following allowable reason:

- To carry out a project which is being funded externally.

If you are applying as an internal candidate to do the temporary post as a secondment please discuss this with your line manager first and read our [Secondment Guidelines](#).

**Flexibility:** Please note that given the need for flexibility in order to meet the changing requirements of the University, the duties and location of this post and the role of the post-holder may be changed after consultation. The balance of duties may vary over time and will be reviewed as part of the appraisal process.

## **PERSON SPECIFICATION**

**Post Title:** Research Fellow in drug education

Essential requirements

### **Knowledge, Skills and Experience**

- A doctorate or equivalent in a relevant discipline
- Understanding of both quantitative and qualitative research design and methodologies
- Experience of using a variety of research methods (e.g. interviews, focus groups and surveys) and data analysis techniques (e.g. SPSS, NVIVO).
- Flexibility to travel and carry out fieldwork in different locations within England.
- Ability to communicate effectively within a team and externally, in writing and orally.
- Ability to produce high quality research reports/papers and other outputs within an academic environment.
- Provide administrative support with organising events and dissemination activities.
- Demonstrable commitment to fairness and the principles of equality and inclusion.

Desirable requirements:

- Understanding of substance use education and prevention

- Experience of conducting research with young people, teachers and parents/carers

### **Parking at Hendon campus**

There are currently *Regular Parking Permits and Pre-Paid Parking options* available to new joiners. *Further details are available on the Travel and transport page on the staff intranet. Please note if the number of applications becomes oversubscribed these parking options could be withdrawn at any point.*

### **Information for Disabled Staff**

Staff and visitors with their own current blue badge have access to free parking on campus. All blue badge holders should present a copy of their blue badge to the security office in the Quad. Holders will be given car park access up to the date of expiry of their blue badge.

### **Public Transport**

Our Hendon Campus is well served by public transport with buses, London underground and British Rail services all within a short walk of the campus. You can get detailed journey information from TfL ([www.tfl.gov.uk](http://www.tfl.gov.uk)) and have a look at our directions and location to help plan your travel: <http://www.mdx.ac.uk/aboutus/Location/hendon/directions/index.aspx>

We offer an interest-free season ticket loan, interest-free motorbike loan, and bicycle and motorbike parking and changing facilities.

**We value diversity and strive to create a fairer, more equitable work environment for our staff and students.**

**We offer a range of family friendly, inclusive employment policies, flexible working arrangements, staff diversity networks, campus facilities and services to support staff from different backgrounds.**

The postholder should actively follow Middlesex University policies and procedures and maintain an awareness and observation of Fire and Health & Safety Regulations.

### **Standard paragraphs for posts requiring a DBS certificate (delete if not applicable)**

This post is exempt from the Rehabilitation of Offenders Act 1974 and requires a Disclosure and Barring Service certificate. You are therefore required to disclose details of any criminal record. ALL criminal convictions, cautions, reprimands or final warnings, even if they would otherwise be regarded as spent under this Act must be disclosed, as well as any other information that may have a bearing on your suitability for the post, including pending prosecutions.

The University will apply for a DBS certificate before your appointment is confirmed.

### **What Happens Next ?**

If you wish to discuss the job in further detail please contact Co-Director at DARC, Prof. Betsy Thom ([b.thom@mdx.ac.uk](mailto:b.thom@mdx.ac.uk)), or Karen Duke, Professor of Criminology, email: [k.duke@mdx.ac.uk](mailto:k.duke@mdx.ac.uk) or Camille Alexis-Garsee, Associate Professor of Health Psychology [c.alexis-garsee@mdx.ac.uk](mailto:c.alexis-garsee@mdx.ac.uk)

**Academic Professional Apprenticeships (APA) (updated January 2020)**

Newly appointed academic professionals, including Associate Lecturers, engaged in higher education teaching and/or research have for some years been required to undertake the PG Cert HE programme unless they hold an equivalent qualification or relevant experience. This is because Middlesex University is committed to the professionalisation of teaching in higher education through recognition and the celebration of good practice in learning and teaching. The PG Cert HE carries academic credit, not only for articulating and demonstrating the scholarship of teaching and learning but, of equal importance, for evidence from practice which convincingly underpins espoused theory.

From September 2018, subject to eligibility criteria, Academics without a teaching qualification are now required to undertake the Academic Professional Apprenticeship or the PG Cert HE as appropriate. Key points (please refer to the Academic Professional apprenticeship Guidelines for more detailed information) <https://www.intra.mdx.ac.uk/key-information/academic-professional-apprenticeship>

- The Academic Professional Apprenticeship is expected to be completed over 18 to 24 months.
- Employees working less than 0.8 FTE will have the duration of the Apprenticeship extended.
- 20% of the contractual time is set aside for off the job Training (7 hours a week approximately).
- Applicants will be auto-registered on the Apprenticeship in October or January following their employment.
- Exemptions for prior learning can be considered, if some modules have been completed.
- The Apprenticeship is managed by the Education Department.
- Applicants have 2 years to successfully complete the programme.
- Staff completing the apprenticeship will be awarded: the Academic Professional Apprenticeship, the PG Cert Higher Education and Fellowship of the Higher Education Academy (FHEA).

### Guidance Table

Considerations	Answer
<b>Prior Qualifications</b> Does applicant already have a teaching Qualification? PG Cert HE, FE etc or has 3 years teaching experience in HE.	If yes, no further action is required. If No , they will be required to do the APA
Is applicant a UK or EEA national or a <b>non UK</b> or EEA national who has been in the UK for at least 3 years ?	If yes, the applicant will be required to do the APA. If No, they will be required to undertake the PG Cert HE as they will not be eligible to do the APA
<b>Level 2 English &amp; Mathematics (GSCE)</b> Has the applicant completed level 2 English & Mathematics or equivalent? (Evidence will need to be provided).	If yes the Applicant will be able to do the APA. If No, the Applicant will be required to undertake the PG Cert HE, as they are not eligible to do the APA.
<b>Part Qualified</b> Has the applicant already commenced a PG Cert HE, FE Programme in another institution and completed some of the modules?	The applicant will still be required to complete the APA and may be given credit for the modules already completed. The recognition of prior learning (RPL), may reduce the overall time to complete the Apprenticeship. However, all apprenticeships must be undertaken over a period of at least twelve months.
<b>Start date</b> When are applicants expected to start the programme?	If the applicant commences employment before September, they will commence the programme in September. Applicants who commence employment after September but before January, will commence in January.
<b>Deferral</b> Are applicants able to request a deferral?	Approval for deferral will be given by the Executive Dean or Head of School.

### Postgraduate Certificate in Higher Education Programme

Staff who do not hold a teaching qualification in Higher Education may be required to undertake a PGCHE on appointment.

### **POST GRADUATE CERTIFICATE IN HIGHER EDUCATION**

Set out below are the conditions which apply to newly appointed academic or related staff in relation to the PG Cert Higher Education programme:

- all staff with a contract of more than two years duration and not less than 0.5 FTE are expected to complete the programme unless exempted at the time of appointment;
- other fractional staff and part-time hourly-paid staff may enroll on the programme subject to the normal University conditions concerning payment of tuition fees;
- exemption shall be granted to suitably qualified and experienced staff: *i.e.* 3 years full-time or equivalent or PG Cert HE or equivalent;
- normally staff should be expected to complete the PG Cert HE programme successfully within 24 months of enrolling;
- normally there will be an upper limit of four years to complete the programme successfully. If problems are identified at 30 months every effort will be made to resolve them at a staff development level;
- failure to complete the programme within four years may result in delayed grade progression within the University from Lecturer to Senior Lecturer and is likely to be considered negatively when candidates in such a position apply for promotion;
- staff must be given adequate time to complete the programme within an agreed time framework (*i.e.* normally within 24 months);
- staff will normally be given a time allocation of 0.1 FTE in order to participate in the programme;
- staff who do not complete the programme successfully within 48 months of enrolment without good cause shall not receive a further increment until they do successfully complete the programme;
- where exceptional circumstances apply staff should have the right to appeal to the Deputy Vice-Chancellor against a decision to withhold increments pending successful completion of the programme within four years.

The following qualifications will be considered for exemption of new teaching staff from undertaking the PGCHE:

#### **Either**

- Qualified teacher status: e.g. Registered teaching qualification recognised by SEDA, Bed, PG Cert E or further education qualification;
- DFEE registered teaching number (school based number);
- Recognised ENB (NURSING) teaching qualification.

#### **Or**

- Three years full time teaching experience (subject to review following guidelines from ITLHE).

#### **Not Accepted**

General Adult Education cert. not accepted at present as it does not consider theories of learning, knowledge, needs, skills, and principles of learning.

**NB** Regardless of exemption, all new lecturers to the University **MUST** go through academic induction.