

Job Description

Job Title:	Research Fellow in Drug Education
Job Ref:	BAL39
Campus:	Hendon
Grade:	Grade 7
Starting Salary:	£43,811 per annum inclusive of Outer London Weighting
Hours:	35.5 hours per week, actual daily hours by arrangement
Period:	Temporary
Reporting To:	Professor Karen Duke

**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), data analysis (quantitative and qualitative) writing up results, and participate in dissemination activities.

Job Purpose

To contribute to the NIHR funded study, A realist evaluation of drug education for 13-15 year olds in alternative education and deprived areas (REAL-DEP, Phase 3), by providing research and project support, using both qualitative and quantitative approaches, and to undertake data collection, analysis, writing up 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.
- Individually and with others, to play a key role in the writing and production of research reports, conference papers and peer-reviewed journal articles.
- 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.

This is a Generic template Job description and Person Specification and needs to be tailored to each specific role.

- To be available to travel between recruitment sites within England and Scotland.
- Undertake other activities, as required.

Leave: 35 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 for 14 months.

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 (including survey design - Survey Monkey, Excel)
- 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 and Scotland.
- 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.
- Excellent planning and organisational skills
- Ability to work under pressure and to deal with unforeseen issues
- Provide administrative support with organising events and dissemination activities.

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- Demonstrate commitment to fairness and the principles of quality 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) 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.

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 ?

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If you wish to discuss the job in further detail please contact Karen Duke, Professor of Criminology, email: k.duke@mdx.ac.uk OR Betsy Thom, Professor of Health Policy, b.thom@mdx.ac.uk

POST GRADUATE CERTIFICATE IN HIGHER EDUCATION

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

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

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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.