



# Research Assistant

## Candidate Brief

Sept 2019 | Reference RA11/2019

# About us

The Nuffield Trust is an independent health charity. We aim to improve the quality of health care and health policy in the UK by providing evidence-based research and policy analysis and informing and generating debate.

## Vision

We want to help achieve a high-quality health and social care system that improves the health and care of people in the UK.

We set out to do this by:

- Improving the evidence base that leads to better care by undertaking rigorous applied research and policy analysis.
- Using our independence to provide expert commentary, analysis and scrutiny of policy and practice.
- Bringing together policy-makers, practitioners and others to develop solutions to the challenges facing the health and social care system.
- We will be grounded in the practical implications of policy-making, working closely with NHS staff and policy-makers to identify solutions. Above all, we aim to be a trusted and respected voice at a time of unprecedented challenge to the NHS and social care system.

## Values

In everything we do, we strive to be:

- Independent and free from vested interests.
- Rigorous, robust and evidence-based in the work we undertake.
- Relevant, supportive but also challenging when we need to be.
- Open and engaging with all those we come into contact with.
- An organisation that makes a difference to the quality of policy-making and practice in the UK.

## Current priorities

The current priorities are identified on [The Nuffield Trust Website](#).

# Job Description

## Purpose

This is an analytical and research role supporting projects across the Trust. The focus will be on quantitative analysis with the aim of understanding how health and care is changing in the UK and ultimately to drive improvement.

The Research Assistant will work on projects with a significant quantitative element applying innovative research methods which require the manipulation and analysis of many different, and often very large data sets. You will have the opportunity to learn new skills and apply statistical, mathematical and computing techniques. You will have the chance to develop your own analytical abilities within a dynamic, supportive and highly-skilled team. An independent and creative approach to your work is encouraged.

Our current projects are varied in nature but include important work on the evaluation of digital and integrated care interventions, understanding how children and young people use care and services, and tracking how the quality of health and social care are changing over time. However, our work programme is constantly evolving to keep pace with the changing policy environment and you will have a chance to shape this work and be part of new topics such as our developing work on social care and gender and ethnic pay gaps.

Through our reports, briefings, blogs and seminars we offer the chance to reach a wide range of audiences: from the academic community through journal publications; to policy leaders and decision makers; front-line clinicians; and the general public. In your role you will be expected to contribute to our reports and other outputs, and to write your own policy focused blogs and briefings.

This is an exciting role to develop research and analytical expertise, for someone who is keen to contribute to important work which will ultimately improve the health and care of people in the UK.

## Main responsibilities

Accountable to a Fellow or Senior Fellow, the principal responsibilities will be:-

## **Undertaking research**

1. Undertake analysis on agreed research projects relating to health and health services and ensure timely and high quality delivery under the supervision of project leads.
2. Undertake specific analyses involving data manipulation, statistical testing and reporting and to contribute to the interpretation of results and design of studies.
3. Liaise with researchers and others across the Trust and with external collaborators to ensure that we are exchanging information and ideas about shared work themes.

## **Project management**

1. Contribute to the effective management of projects by supporting the project manager to set, and meet, goals and milestones.
2. Contribute to the development of project proposals and funding bids.
3. Ensure that the Nuffield Trust's research processes (e.g. research ethics, data governance, and writing conventions) are adhered to in all our work.

## **Communication & outputs**

1. Write in a range of formats to disseminate the results of our research and analysis. Examples include writing academic-style reports, concise parliamentary briefings, peer-reviewed journal papers and short blogs.
2. Contribute to written and oral presentations to internal and external audiences.
3. Assist with the planning, organisation and running of policy seminars and workshops held by the Trust, and to write reports of such events.
4. Work with colleagues in the communications department throughout the life cycle of projects to identify potential impacts from your work and disseminate them effectively.

### **Building knowledge and working with stakeholders**

1. Keep abreast of developments in relevant areas of health and social care policy and actively participate in meetings and discussions about current policy.
2. Build and manage working relationships with internal and external stakeholders, ensuring that there is an effective exchange of information about shared work themes and projects.

### **Contributing to the Trust's values**

1. Uphold the ethos of the Nuffield Trust, demonstrating a commitment to our principles of objectivity and equal opportunities.
2. Undertake any other duties which may reasonably be required in furtherance of the objectives of the Trust.
3. Understand and apply the principles of good research and information governance and abide by the Nuffield Trust research policies.

# Person Specification

## Essential experience, skills and abilities

- A bachelor's degree in a subject requiring a high level of quantitative analytical skill
- Evidence of capability in quantitative analysis, with ability to manipulate large and complex datasets
- Experience of synthesizing findings from literature reviews with an ability to identify and apply appropriate evidence to support an argument
- Advanced in the use of Excel including using functions, PivotTables and Macros
- Knowledge of a range of statistical methods and ability to apply these in practice using statistics packages (eg SAS, STATA, SPSS, R, or with data-focused programming using tools including SQL)
- Willingness to learn new methods in research analysis
- Good communication skills in presenting complex issues for a variety of audiences
- Ability to form and maintain positive external relationships with other research and information bodies
- A broad knowledge of health and social policy and a demonstrable interest in one or more of its components
- Ability to work under own initiative with periodic guidance and support, and work as part of a team
- Proven ability to work to strict deadlines, delivering high quality output, managing own time to suit changing priorities and deadlines
- An understanding of, and commitment to, equal opportunities and cultural diversity

## Desirable skills/experience

- A postgraduate qualification (master's degree or doctorate) in a subject relevant to health services/policy research or equivalent experience
- Knowledge of health services information sources, particularly routine datasets
- Experience of analysing large datasets and of using at least one stats package: SAS; STATA; SPSS; R; or with data-focused programming using tools including SQL
- Ability to gather, analyse and interpret complex information derived from policy documents and research studies
- Ability to initiate and sustain a programme of activity requiring extensive collaboration with clinical and managerial interests, academic bodies and other stakeholders
- Track record of successful management of relationships with external partners

All staff are required to work within Nuffield Trust's policies, ensuring these are carried out in relation to the job, e.g., Confidentiality, Data Protection, Equal Opportunities and Diversity.

All staff may be asked to undertake other duties and responsibilities appropriate to their level as determined by their Line Manager on an occasional basis.

This Job Description reflects the requirements of the post at the time of writing. The needs and circumstances may change over time and therefore the Job Description may need to be reviewed in the light of any such changes which may occur.

## **Health and Safety**

Employees of the Trust are required to be aware of, and observe fully, the employee duties under the Health and Safety at Work Act and to observe all Nuffield Trust policies related to health and safety and risk management.

## **Data Protection**

Disclosures of confidential information or disclosures of any data of a personal nature can result in prosecution for an offence under the Data Protection Legislation or an action for civil damages under the same Legislation in addition to any disciplinary action taken by the Trust which might include dismissal.

## **Equality and Diversity**

The Nuffield Trust is committed to ensuring equality for its employees and job applicants and will value and respect their diversity. We recognise that everyone has a contribution to make and we will aim to ensure that all staff, Trustees, volunteers, organisations and individuals with whom we have contact will be treated fairly and in an unbiased way. The Nuffield Trust is committed to actively promoting equality and diversity and will work to address unfair treatment, discrimination and prejudice where found within the workplace and in its work. We will work within the current legislative framework to promote best practice.

To ensure the continued development of equality and diversity, all applicants are asked to provide information about how they identify themselves as part of the application process. You are not obliged to answer the questions, however, the more information you supply, the more effective our monitoring will be. If you choose not to answer any or all of the questions, it will not affect your application. Any information you do supply is kept strictly confidential and will be used solely for monitoring purposes. The selection panel will not see this information.

## Benefits

The Trust offers a competitive benefits package including a defined contribution pension scheme (with 14% employer contribution), death in service insurance and an Employee Assistance Programme. Eligible employees also benefit from a number of other benefits including interest-free travel loans and enhanced maternity, paternity and parental leave pay.

Annual leave is 28 days per year (pro rata for part-time positions), 3 days of which must be taken between Christmas and New Year when the office is closed. This rises to 30 days per year (pro rata for part-time positions) on completion of 5 years' service with the Trust.

## Terms of Appointment

This is a full time (35 hours per week) permanent appointment based in London. Flexible working requests will be considered.

The remuneration for this position is c.£25,000, dependent on the background and experience of the successful candidate.

The appointment will be subject to receipt of two satisfactory references and evidence of the right to work in the UK.

## Application and Selection Process

Candidates wishing to apply should submit a detailed CV and complete the Trust's Application Form via the [online web portal](#).

Any queries should be directed to

Email: [recruitment@nuffieldtrust.org.uk](mailto:recruitment@nuffieldtrust.org.uk)

Telephone: Human Resources on 020 7631 8450.

The closing date for applications is midnight on Sunday 6 October.

Shortlisted candidates will be invited for interview in London on Thursday 17 October.

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 For more information about Nuffield Trust, including details of our latest research and analysis, please visit [www.nuffieldtrust.org.uk](http://www.nuffieldtrust.org.uk)

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**59 New Cavendish Street  
London W1G 7LP  
Telephone: 020 7631 8450  
[www.nuffieldtrust.org.uk](http://www.nuffieldtrust.org.uk)  
Email: [info@nuffieldtrust.org.uk](mailto:info@nuffieldtrust.org.uk)**

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